



LAKEHEAD REGION

CONSERVATION AUTHORITY

SECOND REGULAR AUTHORITY MEETING

- DATE:** Wednesday, February 23, 2022
- PLACE:** Lakehead Region Conservation Authority Boardroom
- TIME:** 4:30 p.m. via Microsoft Teams

AGENDA

Declaration: *“The Lakehead Region Conservation Authority respectfully acknowledges that the lands on which we live and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850.*

As partners in the conservation and protection of the Lakehead Watershed along with First Nations communities, the Métis Nation of Ontario, and other Indigenous peoples, the LRCA is committed to the common vision of a healthy, safe and sustainable Lakehead Watershed.”

1. ADOPTION OF AGENDA

Suggested Resolution:

“THAT: the Agenda is adopted as published.”

2. DISCLOSURE OF INTEREST

3. MINUTES OF PREVIOUS MEETING – pages 1 to 7

Attached are the Minutes of the Lakehead Region Conservation Authority 68th Annual Meeting held on Wednesday, January 26, 2022.

Suggested Resolution:

“THAT: the Minutes of the Lakehead Region Conservation Authority 68th Annual Meeting held on Wednesday, January 26, 2022 be adopted as published.”

4. IN-CAMERA AGENDA

Suggested Resolution:

“THAT: we now go into Committee of the Whole (In-Camera) at _____ p.m.”

“THAT: we go into Open Meeting at _____ p.m.”

The purpose of the In-Camera Meeting pertains to personnel, property, and legal matters.

Suggested Resolution:

“THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority June 23, 2021 meeting be adopted as published.”

5. BUSINESS ARISING FROM PREVIOUS MINUTES – pages 9 to 16

(a) File: Inventory of Programs and Services

Attached on pages 9 to 16 is Staff Report CORP-05-2022 related to LRCA’s Inventory of Programs and Services. The attached proposed Inventory of Programs and Services is a requirement under O. Reg. 687/21, with a mandatory completion date of February 28, 2022. The approved document will be circulated to all Member Municipalities and the Minister after Board approval, as required.

Suggested Resolution

*“THAT: Staff Report CORP-05-2022: Conservation Authorities Act Phase 1 Regulations – Inventory of Programs and Services be received **AND FURTHER THAT** the Lakehead Region Conservation Authority Inventory of Programs and Services, dated February 23, 2022 be approved.”*

(b) File: Board Member Reference Manual

Due to not meeting in person, updates to the Board Member Reference Manual will be included in the members section of the website (see login instructions in Members Manual). If a Board Member requests, paper copies can be mailed.

Recent updates to manual include:

- Tab 4 - Conservation Authorities Act
- Tab 1 - Member Directory
- Tab 1 - Fee Schedule (will be updated after approval at meeting)

6. CORRESPONDENCE

(a) File: Conservation Ontario

For the Board's information, Conservation Ontario is once again offering the CO Pass Program to CA staff and CA Board members. The CO Pass grants free entry for Conservation Authority Staff and Board Members into most Conservation Areas in Ontario. If you are interested in the Pass, advise staff and a personalized card will be mailed to you.

7. STAFF REPORTS – pages 17 to 62

2021 Health and Safety Summary

Attached on pages 17 to 20 is Staff Report CORP-04-2022, which summarizes the LRCA's Health and Safety Program for 2021.

Suggested Resolution:

“THAT: Staff Report CORP-04-2022 be received for information.”

Digital Engagement – Website and Social Media Update

Attached on pages 21 to 25 is Staff Report COMREL-01-2022, which summarizes the LRCA's website and social media activity during 2021.

Suggested Resolution:

“THAT: Staff Report COMREL-01-2022 be received for information.”

Forest Management Plan: Annual Summary 2021

Attached on pages 26 to 47 is Staff Report FORMG-01-2022, related to the 2021 annual summary of activities on the Forest Management properties.

Suggested Resolution:

“THAT: Staff Report FORMG-01-2022 be received.”

2021 Neebing-McIntyre Floodway Summary

Attached on pages 48 to 62 is Staff Report NMFC-01-2022 which summarizes activity on the Neebing-McIntyre Floodway in 2021.

Suggested Resolution:

“THAT: Staff Report No. NMFC-01-2022 be received.”

8. CHIEF ADMINISTRATIVE OFFICER'S REPORTS – pages 63 to 106

Attached on page 63 is the monthly Treasurer's Report for January's Administration and Capital.

Agricultural Representation on the Conservation Authority Boards

Attached on pages 64 to 68 is staff report CORP-02-2022 regarding Minister appointed agricultural representation on Conservation Authority Boards.

Suggested Resolution

“THAT: Staff Report CORP-02-2022 regarding a Minister Appointed Agricultural Representative on the LRCA Board of Directors is received.”

Conservation Authorities Act Phase 2 Regulations

Attached on pages 69 to 96 is staff report CORP-03-2022 related to the MECP Consultation Guide related to Phase 2 Regulations.

Suggested Resolution

“THAT: Staff Report CORP-03-2022: Conservation Authorities Act Phase 2 Regulations – Consultation Guide be received.”

2022 Summary of Fees

Attached on pages 97 to 105 is Staff Report FIN-06-2022 related to the annual review of the Fee Schedule.

Suggested Resolution

“THAT: the Staff Report FIN-06-2022 be received **AND FURTHER THAT** the 2022 Fee Schedule be adopted.”

2021 FOI Requests

The Information and Privacy Commissioner has been advised that the Authority did not receive any Freedom of Information requests in 2021.

Final 2021 Treasurer's Report

The final 2021 Treasurer's Report for 2021 can be found on page 106. The report shows the final operating and capital amounts that have been moved to deferred or reserves as applicable for future years use. The 2021 audited financial statements will be presented at the April 27th board meeting.

9. PASSING OF ACCOUNTS

Resolution for the month of January 2022:

“THAT: having examined the accounts for the period of January 1, 2022 to January 31, 2022 cheque #2481 to #2498 for \$24,444.17 and preauthorized payments of \$83,993.78 for a total of \$108,437.95, we approve their payment.”

10. REGULATORY ROLE – pages 107 to 109

Due to the meeting being held virtually, the circulation for the Plan Input and Review and approved Section 28 permit binders cannot be undertaken. Attached on pages 107 to 108 is the Plan Input and Review Summary for the period of January 20, 2022 to February 16, 2022. Four permits have been issued to date in 2022 (summary attached on page 109).

11. PROJECTS UPDATE

Plug-in Thunder Bay Program – Electric Charging Station

The LRCA has been advised that the application to Plug-in Thunder Bay has been approved to fund the installation of an electric charging station at the LRCA Administrative Office. The installation will be included as part of the electrical upgrade at the Administrative Office planned in 2022. A full staff report will be provided once the written Agreement is received.

Lakehead Conservation Foundation Annual Meeting

The Lakehead Conservation Foundation (LCF) Annual General Meeting will be held on Monday, February 28, 2021 at 7:00 p.m. virtually.

Dorion Birding Festival

Staff will be exploring options for how to best host the 2022 Dorion Birding Festival. COVID-19 restrictions permitting, a potential scaled down in-person component may be possible. Options for a virtual festival like the 2021 Festival will also be considered, as the reception of the virtual presentations was well received.

Science North Science Festival

Science North will be hosting their Science Festival outdoors at Cascades Conservation Area on Saturday, February 26. LRCA staff will attend the event if available.

City Nature Challenge with Thunder Bay Field Naturalists

Staff will be working with the Thunder Bay Field Naturalists (TBFN) for the 2022 City Nature Challenge, which is a public scientific observation event through the citizen science platform iNaturalist. The LRCA and TBFN will be co-hosting a public observation event (with a focus on waterfowl) on Saturday, April 30 at Mission Island Marsh Conservation Area from 9:00 a.m. – 12:00 p.m.

Additionally, staff will be present at four different Conservation Areas on Friday, April 29 and Monday, May 2 (one area in the morning and one in the afternoon on each day) for observation collections as well as to assist members of the public also collecting observations for the challenge. Data collected through this citizen science initiative will be an asset for the completion of the CA Master Plans and natural heritage inventory being carried out by staff.

Staff will also be assisting with the promotion of the program via social media, press release, etc. and staff will also assist with observation verification during the week of May 2-6 (possibly in the LRCA's Multi-Purpose Room, if COVID-19 restrictions allow).

Needing-McIntyre Floodway – CPR Sediment Trap Dredging Project

On February 26, 2022, it is anticipated that a tender advertisement will be published in the Chronical Journal for the Floodway CPR Sediment Trap Dredging Project with a tender closing date of March 11th. Sediment sampling and testing was conducted in November 2021 to evaluate the sediment quality and plan for the appropriate handling and disposal of the dredged sediment. Elevated levels of Vanadium were noted, which is known to be naturally occurring within the Lakehead Region, and as such it is planned to dispose the dredged sediment on-site at LRCA owned property (Williams Street). LRCA staff submitted an application to the Water and Erosion Control Infrastructure (WECI) Capital Investment Program for Conservation Authorities, which provides a 50% cost share with the Ministry of Northern Development, Mines, Natural Resources and Forestry.

Snow Surveys and Lake Levels

Staff conduct snow surveys on a bimonthly basis on the 1st and 15th of the month between November and May of each year. There are three historical snow survey locations which are located at Hazelwood Lake Conservation Area (Current River), Madeline Street (McVicar Creek), and Vibert Road (Pennock Creek). Snow depth and weight (water content) are collected and forwarded to the MNRF's Surface Water Monitoring Centre as part of the Flood Forecasting Program.

The February 15, 2022 snow surveys indicate that the snow survey locations are above average for snow depth and water content, when compared to the historical averages for February 15. The snow depth results were: McVicar Creek – 47.0 centimetres (cm) (17% above average), Pennock Creek – 53.6 cm (29% above average), and Current River – 63.9 cm (17% above average).

The water content results were also above average for all three snow courses, with an equivalent water content ranging from 98.6 mm at McVicar Creek, 112.0 millimetres (mm) at Pennock Creek and 153.2 mm at Hazelwood (Current River). The next snow survey measurements will be taken on March 1, 2022.

Water levels of all the Great Lakes are lower than where they were last year at this time, with the exception of Lake Ontario. Lake Superior’s beginning of February level was 50 centimetres (cm) below its period-of-record (1918-2020) average, and it is the lowest since 2013. Compared to the long-term seasonal average, Lake Superior declined 12 cm in January, while the average decline is 7 cm. A decline of 12 cm is a tie for the largest January decline in the period of record; a January decline of 12 cm also occurred in 1957 and 2003. The outflow from Lake Superior is expected to be 1,540 m³/s in February, which is the amount prescribed by the IJC Regulation Plan (2012). Ice cover on Lake Superior as of February 13, 2022 was 38.0%, which is below the long-term average of 53% and higher than the 27% ice cover experienced in February 2021; however, still considerably less than the over 90% ice cover experienced in 2019.

12. NEW BUSINESS

13. NEXT MEETING

Wednesday, March 30, 2022, at 4:30 p.m.

14. AJOURNMENT

Suggested Resolution:

“THAT: the time being _____ p.m. AND FURTHER THAT there being no further business THAT we adjourn.”

2022 EVENTS/MEETINGS

March 21-25, 2022	Spring Water Awareness Program
Wednesday, March 30, 2022	LRCA Board Meeting
Thursday, April 14, 2022	Watershed Explorer Program (Owl Prowl)
April 19-22, 2022	Watershed Connections Program
Wednesday, April 27, 2022	LRCA Board Meeting
May 9-13, 2022	Arbor Week

Thursday, May 12, 2022	Wine Tasting & Dinner at Whitewater
Thursday, May 18, 2022	Tree Seedling Pickup Day
Wednesday, May 25, 2022	LRCA Board Meeting
Thursday, May 26, 2022	Watershed Explorer Program (Spring Birding)
May 28-29, 2022	Dorion Birding Festival
June 7-9, 2022	Lakehead Children's Water Festival
Thursday, June 16, 2022	Watershed Explorer Program (Spring Photography Workshop)
Thursday, June 23, 2022	Watershed Explorer Program (Wildflowers)
Wednesday, June 29, 2022	LRCA Board Meeting
Sunday, July 17, 2022	Hazelwood Lake Family Fun Day
Thursday, July 21, 2022	Watershed Explorer Program (Medicine Walk)
Thursday, August 25, 2022	Watershed Explorer Program (Fish & Aquatics)
Saturday, August 27, 2022	Little Trout Day by the Bay
Wednesday, August 31, 2022	LRCA Board Meeting
Sunday, September 11, 2022	Fall Mushroom Hike
Thursday, September 14, 2022	Needing Birding Event (Tentative)
Thursday, September 22, 2022	Watershed Explorer Program (Trees & Fall Colors)
Wednesday, September 28, 2022	LRCA Board Meeting
Thursday, September 29, 2022	Watershed Explorer Program (Fall Photography Workshop)
Saturday, October 1, 2022	Fall Waterfowl Viewing Day
Thursday, October 6, 2022	Watershed Explorer Program (Archaeology)

Wednesday, October 26, 2022 LRCA Board Meeting

Wednesday, November 30, 2022 LRCA Board Meeting

Thursday, December 8, 2022 Holiday Gathering

****All events are tentative and are subject to current COVID-19 restrictions.**



LAKEHEAD REGION

CONSERVATION AUTHORITY

Minutes of the 68th Annual Meeting of the Lakehead Region Conservation Authority held on Wednesday January 26, 2022, via Microsoft Teams. The Chair called the Meeting to order at 4:30 p.m.

PRESENT: Donna Blunt, Chair
Grant Arnold, Vice-Chair
Rudy Buitenhuis
Erwin Butikofer
Umed Panu
Jim Vezina
Allan Vis

REGRETS: Joel Brown
Andrew Foulds
Trevor Giertuga
Andrea Goold

ALSO PRESENT: Tammy Cook, Chief Administrative Officer
Mark Ambrose, Finance Manager
Gail Willis, Watershed Manager
Ryne Gilliam, Lands Manager
Ryan Mackett, Communications Manager
Roman Augustyn, Information Systems Coordinator, part of meeting
Melanie O’Riley Receptionist/Admin Clerk, recorder of Minutes

1. ADOPTION OF AGENDA

Resolution #1/22

Moved by Grant Arnold, Seconded by Erwin Butikofer

“THAT: the Agenda be adopted as published.” CARRIED.

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

Resolution #2/22

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

“THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 24, 2021 be adopted as published.” CARRIED.

4. ELECTION PROCEDURES

Members were provided with the Election Procedures. As outlined in the Administrative By-Law, the CAO assumed the position of Chair for the purpose of the election of the Chair and Vice-Chair.

Per the Administrative By-law, the Chair, Vice-Chair and CAO are the signing officers and Conservation Ontario Council representatives until the 2023 Annual General Meeting.

5. ELECTION OF AUTHORITY CHAIR

The CAO, the Election Chair, requested nominations for the position of Chair.

Grant Arnold nominated Donna Blunt for the position of Chair.

Nominations for the position of Chair were called three times.

Donna Blunt agreed to let her name stand.

Resolution #3/22

Moved by Umed Panu, Seconded by Erwin Butikofer

“THAT: the nominations for the position of Chair be closed.” CARRIED.

Resolution #4/22

Moved by Erwin Butikofer, Seconded by Jim Vezina

“THAT: Donna Blunt is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023.” CARRIED.

6. ELECTION OF AUTHORITY VICE-CHAIR

The CAO, the Election Chair, requested nominations for the position of the Vice-Chair.

Jim Vezina nominated Grant Arnold for the position of Vice-Chair.

Nominations for the position of Vice-Chair were called three times.

Grant Arnold agreed to let his name stand.

Resolution #5/22

Moved by Donna Blunt, Seconded by Erwin Butikofer

"THAT: the nominations for the position of Vice-Chair be closed." CARRIED.

Resolution #6/22

Moved by Allan Vis, Seconded by Rudy Buitenhuis

"THAT: Grant Arnold is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023." CARRIED.

7. APPOINTMENT OF AUDITORS – 2022

Members reviewed and discussed Staff Report FIN-01-2022 related to the appointment of the Auditors for the year 2022.

Resolution #7/22

Moved by Erwin Butikofer, Seconded by Umed Panu

"THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2022." CARRIED.

8. APPOINTMENT OF SOLICITORS – 2022

Members reviewed and discussed Staff Report FIN-02-2022 related to the appointment of Authority Solicitor for the year 2022.

Resolution #8/22

Moved by Jim Vezina, Seconded by Allan Vis

"THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2022." CARRIED.

9. APPOINTMENT OF AUTHORITY BANK – 2022

Members reviewed and discussed Staff Report FIN-03-2022 related to the appointment of the Authority Bank for the year 2022.

Resolution #9/22

Moved by Umed Panu, Seconded by Rudy Buitenhuis

"THAT: the Royal Bank of Canada, Business Centre, is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2022."
CARRIED.

10. BORROWING RESOLUTION

Resolution #10/22

Moved by Allan Vis, Seconded by Grant Arnold

"THAT: Whereas it may be necessary for the Lakehead Region Conservation Authority (herein under referred to as the "Authority") to borrow a sum not to exceed in the aggregate, Four Hundred Thousand Dollars (\$400,000) required for its purposes in the year 2022, until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities designated as such under the Conservation Authorities Act, R.S.O. 1990, Chapter C.27,

BE IT THEREFORE RESOLVED:

THAT: the Authority may borrow from a bank, the sum not to exceed in the aggregate Four Hundred Thousand Dollars (\$400,000) necessary for its purposes in the year 2022, on the promissory note or notes of the Authority until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities.

THAT: the Chair or Vice-Chair together with the Chief Administrative Officer of the Authority be and are hereby authorized to execute for and on behalf of the Authority a promissory note or notes for the sum to be borrowed under paragraph numbered 1 hereof and to affix thereto the corporate seal of the Authority.

THAT: the amount borrowed pursuant to this resolution is a charge upon the whole of the moneys received or to be received by the Authority by way of grants and when such moneys are received.

THAT: the Chair or the Vice-Chair or the Chief Administrative Officer of the Authority be and is hereby authorized and directed to apply in payment of the moneys borrowed pursuant to this resolution, together with interest thereon, all of the moneys received by the Authority by way of grants or sums received by the Authority from the participating municipalities." **CARRIED.**

11. IN-CAMERA AGENDA

An In-Camera session was not held.

12. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) File: Board Member Reference Manual

Members were provided with the 2022 Meeting Schedule and 12 Month Calendar of Events.

(b) File: 2022 Budget and Levies

Members were advised that the CAO and Finance Manager attended the City of Thunder Bay Council Meeting via Microsoft Teams on January 18, 2022 regarding the 2022 Budget and Levy. No questions were asked of staff.

It was noted that the Levy notices have been mailed by registered mail to each Member Municipality with a suggested payment date of April 30, 2022.

13. CORRESPONDENCE

None.

14. STAFF REPORTS

Members reviewed and discussed Staff Report FLFOR-01-2022, which summarized the 2021 Flood Forecasting and Warning Program.

Resolution #11/22

Moved by Allan Vis, Seconded by Erwin Butikofer

"THAT: Staff Report FLFOR-01-2022 be received." CARRIED.

Members reviewed and discussed Staff Report DEVREG-01-2022, which summarized the 2021 Development Regulations Program.

Resolution #12/22

Moved by Rudy Buitenhuis, Seconded by Jim Vezina

"THAT: Staff Report DEVREG-01-2022 be received." CARRIED.

Members reviewed and discussed Staff Report STRAT-01-2022, which summarized Strategic Plan accomplishments in 2021.

Resolution #13/22

Moved by Grant Arnold, Seconded by Allan Vis

"THAT: Staff Report STRAT-01-2022 be received." CARRIED.

Members reviewed and discussed Staff Report LM-01-2022, which summarized the 2021 Hazard Tree Program.

Resolution #14/22

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

“THAT: Staff Report LM-01-2022 be received for information.” CARRIED.

15. CHIEF ADMINISTRATIVE OFFICER REPORT

Members were provided with the monthly Treasurer’s Report for November and December’s Administration and Capital. It was noted that not all accounts receivable and payable information was noted in the Treasurer’s Report, as the information was not available at the time of agenda preparation. The final 2021 Treasurer’s Report will be presented at the February meeting.

Members reviewed and discussed Staff Report FIN-04-2022 which summarized the Authority’s 2021 investments.

Resolution #15/22

Moved by Grant Arnold, Seconded by Umed Panu

“THAT: the Staff Report FIN-04-2022 be received.” CARRIED.

Members reviewed and discussed Staff Report FIN-05-2022 which summarized donations to the Authority in 2021.

Resolution #16/22

Moved by Rudy Buitenhuis, Seconded by Umed Panu

“THAT: the Staff Report FIN-05-2022 be received.” CARRIED.

Members reviewed and discussed Staff Report CORP-01-2022 which provided an update related to LRCA actions/response related to COVID-19 for the period of March 18, 2020 to January 18, 2022.

Resolution #17/22

Moved by Jim Vezina, Seconded by Allan Vis

“THAT: Staff Report CORP-01-2022 be received.” CARRIED.

Members were advised that as mandated in O. Reg. 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act., Conservation Authorities must provide an Inventory of Programs to the MECPC and all Member Municipalities by February 28, 2022. The CAO gave a summary presentation of the draft Inventory to the Board with the final Inventory to be presented at the February Meeting.

Members reviewed and discussed Enbridge's request to execute a Land Use Agreement with the LRCA to utilize the Authority's Victor/Broadway property for storage and staging for a directional drilling project under the Kam River.

Resolution #18/22

Moved by Allan Vis, Seconded by Umed Panu

"THAT: the CAO and Chair are authorized to execute a Temporary Land Use Agreement with Enbridge for the temporary use of LRCA owned land at 1610 Broadway Avenue (LRCA Properties No. 70 and 72)." CARRIED.

16. PASSING OF ACCOUNTS

Resolution #19/22

Moved by Umed Panu, Seconded by Grant Arnold

"THAT: having examined the accounts for the period of November 1, 2021 to November 30, 2021 cheque #2449 to #2464 for \$15,271.52 and preauthorized payments of \$98,691.58 for a total of \$113,963.10, we approve their payment." CARRIED.

Resolution #20/22

Moved by Jim Vezina, Seconded by Allan Vis

"THAT: having examined the accounts for the period of December 1, 2021 to December 31, 2021 cheque # 2465 to #2480 for \$38,828.97 and preauthorized payments of \$90,198.37 for a total of \$129,027.34, we approve their payment." CARRIED.

17. REGULATORY ROLE

Members were provided with the Plan Input and Review Summary for the period of November 2021 to January 19, 2022 and a summary of Section 28 Permits issued in 2021 and 2022. It was noted that one permit was issued in 2022.

18. PROJECTS UPDATE

It was noted that the 2022 Conservation Dinner & Auction has been cancelled due to COVID-19. There are still tentative plans to hold the 2022 Wine Tasting & Dinner at Whitewater event outdoors on May 12, COVID-19 restrictions permitting.

It was noted that Staff will conduct two presentations for Lakehead University classes, focusing on human health benefits of nature and challenges faced by the Authority at Cascades.

It was noted that the Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, which are the two implementing bodies of the Lakehead Source Protection Plan, are required to

submit their Annual Report to the Source Protection Authority by February 1, 2022 to report on their progress in Source Protection Plan Implementation. The Reports will be provided to the Source Protection Authority after the next Source Protection Committee Meeting, which will be held in March. It was noted that Staff are beginning to work on the seventh annual report from the Source Protection Authority due to the Ministry of Environment Conservation and Parks by May 1, 2022.

19. NEW BUSINESS

None.

20. NEXT MEETING

The next meeting will be held on Wednesday, February 23, 2022, starting at 4:30 p.m. via Microsoft Teams.

21. AJOURNMENT

Resolution #21/22

Moved by Umed Panu, Seconded Grant Arnold

“THAT: the time being 5:58 p.m. AND FURTHER THAT there being no further business we adjourn.” CARRIED.

Chair

Chief Administrative Officer



LAKEHEAD REGION
CONSERVATION AUTHORITY

PROGRAM AREA	CORPORATE	REPORT NO.	CORP-05-2022
DATE PREPARED	February 10, 2022	FILE NO.	7-1-1
MEETING DATE	February 23, 2022		
SUBJECT	<i>Conservation Authorities Act Phase 1 Regulations – Inventory of Programs and Services</i>		

RECOMMENDATION

Suggested Resolution

“THAT: *Staff Report CORP-05-2022: Conservation Authorities Act Phase 1 Regulations – Inventory of Programs and Services be received AND FURTHER THAT the Lakehead Region Conservation Authority Inventory of Programs and Services, dated February 23, 2022 be approved.”*

LINK TO STRATEGIC PLAN

All sections of the Strategic Plan are impacted.

EXECUTIVE SUMMARY

The *Conservation Authorities Act* requires conservation authorities to prepare an Inventory of Programs and Services prior to February 28, 2022, that outlines all programs and services currently provided and any programs and services it intends to provide as of 2024. The inventory classifies all programs into mandatory and non-mandatory, and summarizes how each is funded (i.e. municipal, provincial, federal or self-generated funding). The completed inventory must be circulated to all Member Municipalities and the Minister and posted on the LRCA website by the due date, after which consultation is to occur. Any changes to the inventory after consultation must be summarized in the mandatory quarterly reporting to the Minister.

DISCUSSION

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act, requires that prior to February 28, 2022 all Conservation Authorities must prepare an Inventory of Programs and Services as described in the regulation (Attachment #1).

As outlined in the regulation, deliverables/requirements associated with the Inventory of Programs and Services include:

- Inventory is to be circulated to all Member Municipalities by February 28, 2022,
- Maintain records of the date of circulation to each Member Municipality,

- Provide the inventory and record of circulation to the Minister by February 28, 2022,
- If any changes are made to the inventory report them to the Minister within the mandated reporting (six reports due between July 2022 to October 2023),
- Program Inventory to include:
 - All programs and services the authority is providing as of February 28, 2022
 - All programs and services the authority intends to provide after February 28, 2022
 - Estimate of the total annual cost of providing the program or service,
 - Indicate all sources of funding (i.e. provincial, federal, private, or self-generated) and percentage each category covers,
 - Classify all programs into
 - Category 1 – Mandatory Programs and Services
 - Category 2 – Non-Mandatory Programs and Services at the request of a Municipality
 - Category 3 – Non-Mandatory Programs and Services
 - Category 1 - Explain why a program is a mandatory program,
 - Category 2 – list municipality, date the authority and municipality entered into an Agreement
 - Category 3 – indicate if municipal levy is used to fund program and whether the authority intends to seek to enter into a cost apportioning agreement to finance the program.
 - If a new program, indicate in the program in the inventory and note that the Authority intends to seek to enter into an agreement for the program for Category 2 or 3 programs.

As noted in the approved Transition Plan, the CAO will consult with the Member Municipalities between March 2022 and May 2023. Consultation will occur with the City of Thunder Bay regarding their interest in the new proposed Category 2 Program related to Natural Heritage. If approved the agreement must be in place prior to January 1, 2024. No Category 3 programs are proposed to be funded using municipal levy, therefore no Cost Apportioning Agreements will be required.

The proposed LRCA Inventory of Programs and Services is attached (Attachment #2) for consideration and approval. Once approved, the CAO will circulate to all Member Municipalities and the Minister prior to the due date of February 28, 2022. After consultation, if there are any changes, the Inventory may be amended, with subsequent changes reported to the MECP in the quarterly reporting.

FINANCIAL IMPLICATIONS

The Inventory of Programs and Services provides an estimate of the 2022 costs to administer programs that are currently provided and programs that are proposed to be provided in the 2024 budget. The 2023 budget will follow the Inventory format in preparation for the requirement in 2024.

Costs are based on the 2022 budget and not a five-year average, as that method was not considered to provide an accurate estimate of the actual cost due to a variety of factors (i.e. Provincial funding cut by 48% in 2019, WECl funding is not needed or provided every year, staff wages increase annually based on a Board approved cost of living increase, etc.). It is noted that the 2024 budget costs will be based on the estimate of the costs at the time of budget development and will be higher due to staff wage increases, etc.

CONCLUSION

As required under the Act, staff have prepared an Inventory of Programs and Services for the LRCA. Once approved, the Inventory will be circulated to all Member Municipalities and the Minister. Any changes to the Inventory will be brought forward to the Board and outlined in mandatory reporting to the Minister.

BACKGROUND

On May 13, 2021, the Ministry of Environment, Conservation and Parks (MECP) released the *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*. Which was the first phase of a two-phase process. As part of the first phase, MECP released three new regulations under the *Conservation Authorities Act*:

- Ontario Regulation 686/21: Mandatory Programs and Services
- Ontario Regulation 687/21: Transition Plans and Agreements
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas

On November 24, 2021 the Board approved the LRCA Transition Plan as required in the *Conservation Authorities Act* and O. Reg. 687/21, which was distributed to all Member Municipalities and the Minister prior to the December 31, 2021 mandated deadline.

On January 26, 2022 the MECP released the *Regulatory Proposal Consultation Guide: Regulations regarding Municipal Levies, Conservation Authority Budget Process, Transparency and Provincial Policy for the Charging of Fees*, which was phase two of MECP's plan to update regulations and policies for Conservation Authorities. NDMNRF will be releasing the regulations related to Section 28 permitting, which will transition from individual regulations to one provincial regulation.

A summary of the programs and services that were proposed to be included in the LRCA Inventory of Programs and Services was provided in a presentation by the CAO, for review and input at the January 26, 2022 Board Meeting.

REFERENCE MATERIAL ATTACHED

Attachment 1 – Ontario Regulation 687/21: Transition Plans and Agreements for Program and Services Under Section 21.1.2 of the Act

Attachment 2 – Lakehead Region Conservation Authority Inventory of Programs and Services, February 23, 2022

PREPARED BY:

Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: February 15, 2022</p>
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Lakehead Region Conservation Authority: Inventory of Programs and Services Version 1.0													February 23, 2022		
General Category	Subservice	Description	Legislative Reference	Annual Cost (2022) \$	Sources of Funding								Comments		
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated funding (i.e. fees)				
					\$	%	\$	%	\$	%	\$	%			
Category 1: Mandatory Programs and Services															
Mandatory Programs per Subsection 21.1(1) of the Conservation Authorities Act															
Corporate Services	Administration	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, financial services, legal, CA Boards, administrative staff (CAO, finance, admin). Administrative Building.	Enabling service	591,549	388,321	66	150,940	25			52,288	9			
		Capital works within Administrative Building.		36,300	36,300	100									
	Community Relations	Corporate communications, marketing, website, corporate publications (Annual Report, calendar, fact sheets, brochures, etc.).	Enabling service	72,987	72,987	100									
	Vehicle and Equipment Program	Internal charge to programs that require vehicles and equipment to fund required maintenance and purchase of vehicles and equipment.	Enabling service	16,900							16,900	100			
	Information Technology Management	Computer software and hardware, data management, cyber security at the corporate level.	Enabling service	47,602	47,602	100									
	Corporate GIS	Management of GIS software and data at the corporate level.	Enabling service	28,977	28,977	100									
i. Programs and Services related to the Risk of Natural Hazards															
Risk of Natural Hazards	Floodplain mapping	Creation and maintenance of floodplain models and mapping.	Reg. 686/21 s.1(3)1.	24,903	24,903	100							Sole benefitting City of Thunder Bay		
	Technical Studies	Studies, mapping and data collection to understand the risks related to natural hazards including how those risks might be affected by climate change. Development of plans and policies to support the delivery of programs.	Reg. 686/21 s.1(3)1.	15,632	15,632	100									
	Communications and Outreach	Promoting public awareness of natural hazards including flooding, drought and erosion. Public events and materials. Social media services and website. Media relations.	Reg. 686/21 s.1(2)1, s.1(2)4, s.1(3)3	9,994	9,994	100									
	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of Equipment. Documentation of flood events. Flood Warning System.	Reg. 686/21 s.2	38,570	38,570	100									
	Drought and Low Water Response	Conditions monitoring/analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers who recommend drought response actions.	Reg. 686/21 s.3	4,999	4,999	100									
	Ice Management	NEW program area. Program to inspect ice issue areas, identify risks and support any potential mitigation.	Reg. 686/21 s.4	988	988	100									
	Ice Management Plan Due: Dec. 31. 2024	The development and updating of Ice Management Plan to determine where ice increases the risk to natural hazards and what steps are necessary to mitigate these risks.		1,931	1,931	100							New mandated requirement (development of Ice Management Plan).		

Lakehead Region Conservation Authority: Inventory of Programs and Services
Version 1.0
February 23, 2022

General Category	Subservice	Description	Legislative Reference	Annual Cost (2022) \$	Sources of Funding								Comments
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated funding (i.e. fees)		
					\$	%	\$	%	\$	%	\$	%	
Risk of Natural Hazards	Infrastructure: Neebing-McIntyre Floodway	Operation and minor maintenance of Neebing-McIntyre Floodway.	Reg. 686/21 s.5	129,792	129,792	100							Sole benefitting City of Thunder Bay. Provincial WECl funding subject to approval in year of capital project.
		Capital cost for operation of Neebing-McIntyre Floodway.		430,000	430,000	100							
	Infrastructure: Victor Street Erosion	Operation and minor maintenance of Victor Street Erosion. Erosion prone city owned land, protection of infrastructure and maintain access and egress to Victor Street.	Reg. 686/21 s.5	56,451	56,451	100							
		Capital costs for operation of Victor Street erosion.		30,606	30,606	100							
	Review of Proposal under an Act	Input to the review and approval processes under other applicable law (i.e. <i>Aggregate Resources Act, Drainage Act, Environmental Assessment Act</i> , etc.) with comments principally related to natural hazards, wetlands, watercourses and Section 28 permit requirements.	Reg. 686/21 s.6	3,879	3,879	100							
	Plan Review Comments	Technical information and advice to municipalities related to Section 3.1: Natural Hazards (PPS), on circulated municipal land use planning applications (Official Plan and Zoning By-Law Amendments, Subdivisions, Consents, Minor Variances). Input to Municipal land-use planning, documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of NDMNRF (delegated to CAs in 1983).	Reg. 686/21 s.7	92,031	62,031	67					30,000	33	
Administering and enforcing the Act (Section 28 Development Regulations)	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents and consultants related to development in a regulated natural hazards. Legal expenses for regulations and compliance.	Reg. 686/21 s.8	147,209	127,209	86					20,000	14		

Lakehead Region Conservation Authority: Inventory of Programs and Services Version 1.0													February 23, 2022			
General Category	Subservice	Description	Legislative Reference	Annual Cost (2022) \$	Sources of Funding								Comments			
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated funding (i.e. fees)					
					\$	%	\$	%	\$	%	\$	%				
ii. Programs and Services related to the Conservation and Management of Lands owned and controlled by the Authority																
Management, operation and maintenance of CA owned land	Conservation Areas	Operation and minor maintenance in Conservation Areas. Forest management, natural heritage management. Land Inventory (NEW mandated requirement, due by December 31, 2024). Comment on planning applications as a landowner. Development and maintenance of a Conservation Areas Strategy (NEW mandated requirement, due by December 31, 2024). Capital works in Conservation Areas.	Reg. 686/21 s.9, 10, 11	182,475	127,475	70					55,000	30	New mandated requirements (Land Inventory, Conservation Area Strategy).			
	Administer Section 29 Regulations in Conservation Areas	Conservation areas enforcement/compliance legal expenses for regulation compliance.	Reg. 686/21 s.9(4)	8,025	8,025	100										
	Other owned land	Operation and minor maintenance in other Conservation Authority owned land. Forest management, natural heritage management. Land Inventory (Due December 31, 2024). Comment on planning applications as a landowner. Capital works in Conservation Authority other owned land.	Reg. 686/21 s.9,s.11	12,164	4,000	33					8,164	67				
iii. Programs and Services related to the authority's duties, functions and responsibilities as a Source Protection Authority under the Clean Water Act 2006																
Source Water Protection Program	Source Water Protection	Provide programs and services to ensure the Authority carries out its duties, functions and responsibilities as a Source Protection Authority under the provisions of the <i>Clean Water Act</i> (2006). Applies to municipal drinking water systems: City of Thunder Bay Bare Point Water Treatment Plant and Municipality of Oliver Paipooonge Rosslyn Village Drinking Water System. Comment on planning applications related to source water.	Reg. 686/21 s.13	54,786				54,786	100							
iv. Other Programs and Services																
Other Programs and Services	Water Quality and Quantity Monitoring: Provincial Groundwater Monitoring Network	A long standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management and lab analysis. Includes summer students.	Reg. 686/21 s.12(1)1, s.12(2)	7,105	7,105	100										
	Water Quality and Quantity Monitoring: Provincial Water Quality Monitoring Network	A long standing (50+year) CA/MECP partnership for stream water quality monitoring. CA takes water samples; MECP does lab analysis and data management. Includes summer students.	Reg. 686/21 s.12(1)2, s.12(3)	4,791	4,791	100										
	Watershed-based Resource Management Strategy Due: Dec. 31, 2024 (NEW Mandated requirement)	Developing guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting. A review of programs and services provide for the purposes of compliance with the CA Act. Develop process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component. Make available to the public.	Reg. 686/21 s.12(1)3, s.12(4)	?									New mandated program. Cost unknown. Anticipate completing internally.			

Lakehead Region Conservation Authority: Inventory of Programs and Services
Version 1.0 **February 23, 2022**

General Category	Subservice	Description	Legislative Reference	Annual Cost (2022) \$	Sources of Funding								Comments
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated funding (i.e. fees)		
					\$	%	\$	%	\$	%	\$	%	
Category 2: Non-Mandatory Programs at the request of a Municipality													
Mapping Service	GIS Mapping Service. Maintaining of hardware and software required to provide a web-based mapping service that provides mapping capabilities to users.	Municipality of Oliver Paipoonge	CAA s.21(1)(n)	12,350							12,350	100	Agreements executed February 2022 and renewed annually.
		Township of Dorion		650							650	100	
		Lakehead Rural Planning Board		3,000							3,000	100	
Natural Heritage Planning Services (Proposed)	Natural Heritage Planning Review	This service would provide comments to the City of Thunder Bay on all planning applications regarding compliance with Section 2.1: Natural Heritage in the PPS. Facilitation of natural heritage studies to quantify natural heritage features, significance, etc., to be used in commenting and updating of future Official Plans and Zoning By-Laws.	CAA s.21(1)(n)	60,000	60,000	100							New City of Thunder Bay sole benefitting program. LRCA to seek MOU to provide program.
Category 3: Non-Mandatory Programs													
Education	Environmental Education	Curriculum based program development and delivery within local School Boards. Annual Water Festival.	CAA s.21(1)(a)&(q)	22,445							22,445	100	No municipal levy will be used for Category 3 programs; therefore, no Agreements required.
	Nature Interpretive Programming	Event programming development and execution on LRCA owned lands.	CAA s.21(1)(a)&(q)	14,964							14,964	100	
Stewardship	Superior Stewards	Program to enable local residents residing along a shoreline to revegetate, restore and improve riparian health along their shoreline.	CAA s.21(1)(g)&(o)	40,000			40,000	100					
	Tree Seedling	Promotion of tree planting in the watershed.	CAA s.21(1)(g)&(o)	13,444							13,444	100	
	Private Land Stewardship	Administration and execution of stewardship projects on municipal/LRCA/private land. Promotion of restoration/enhancement of natural environment.	CAA s.21(1)(g)&(o)	3,240							3,240	100	
Environmental Research	Low Impact Development Research with PhD Student	Short term research project (2022 to 2025) in partnership with Lakehead University. Studying the effectiveness of Low Impact Development in the McVicar Creek watershed.	CAA s.21(1)(a)	7,500							7,500	100	

	Total Program Cost	Percentage of Total Cost	Municipal Levy		Provincial Funding		Federal Funding		Self-generated funding (i.e. fees)	
	\$	%	\$	%	\$	%	\$	%	\$	%
Category 1	2,141,546	93%	1,753,468	97%	205,726	84%			182,352	70%
Category 2	76,000	3%	60,000	3%	-	0%			16,000	6%
Category 3	101,593	4%	-		40,000	16%			61,593	24%
Total	2,319,139		1,813,468	78%	245,726	11%	-	0%	259,945	11%



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	CORPORATE	REPORT NO.	CORP-04-2022
DATE PREPARED	January 17, 2022	FILE NO.	H&S Policy Binder
MEETING DATE	February 23, 2022		
SUBJECT	2021 Health and Safety Summary		

RECOMMENDATION

Suggested Resolutions

“THAT: Staff Report CORP-04-2022 be received for information.”

LINK TO STRATEGIC PLAN (2018-2022)

Govern and Enhance:

- Optimize organizational performance through policy and measurable action to improve accountability and transparency.
- Create a dynamic culture of learning, safety and positivity.

EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority (LRCA) is committed to the health and safety of its employees and visitors to LRCA-owned properties such as the Administrative Office and Conservation Areas, etc. The LRCA continued to participate in the WSIB Health and Safety Excellence Program in 2021, resulting in the creation of five new health and safety policies, which resulted in a \$5,000.00 rebate in WSIB premiums.

In 2021, there were no near misses, lost time injuries, critical injuries, incidents, or occurrences reported. A total of six new health and safety policies were adopted by the Board during 2021.

DISCUSSION

The LRCA is committed to implementing and maintaining health and safety programs at all levels of its operation to a standard not less than that required by the *Ontario Occupational Health and Safety Act, R.S.O. 1990*, Section 25, and all other applicable regulations and legislation. In an effort to further the LRCA’s commitment to health and safety, staff continue to participate in WSIB’s Health and Safety Excellence program, with 2021 being the fourth year in the program (formerly Workplace Safety North Northern Ontario Safety Groups program).

In 2021, the LRCA has continued to respond and alter operations due to the COVID-19 pandemic, including additional policy creation specific to COVID-19, and will continue to monitor provincial direction and react accordingly.

The prevention of accidents, injury and occupational illness is an integral part of every job activity associated with the LRCA. No near misses, lost time injuries, critical injuries, incidents, or occurrences were reported during 2021.

Policy Development

During 2020, staff created the following Health and Safety policies as part of the WSIB Health and Safety Excellence Program:

- Health and Safety Policy HS-15: Wildlife Encounters Policy
- Health and Safety Policy HS-16: Contractor Management Program
- Health and Safety Policy HS-17: Risk Assessment and Control of Hazards
- Health and Safety Policy HS-18: Working Alone
- Health and Safety Policy HS-19: Workplace Health Promotion

These policies were adopted by the Board on February 24, 2021, and then officially reviewed and authorized by WSIB during 2021. The LRCA's 2020/21 Action Plan was successfully approved by WSIB on March 25, 2021. The LRCA received a \$5,000.00 WSIB rebate for the completion of five policies under the 2020/21 Action Plan.

The LRCA's 2021/22 Action Plan was approved by WSIB on November 9, 2021; staff have until November 9, 2022 to successfully complete the action plan and to obtain authorization from WSIB accordingly.

The following Health and Safety policies are planned as per the LRCA's 2021/22 Action Plan:

- Health and Safety Policy HS-20: Emergency Response
- Health and Safety Policy HS-21: Extreme Weather
- Health and Safety Policy HS-22: Lockout/Tagout
- Health and Safety Policy HS-23: Ticks & Insects
- Health and Safety Policy HS-24: Working Near Water

FINANCIAL IMPLICATIONS

By participating in the WSIB/Workplace Safety North, Safety Excellence Program the LRCA will be eligible for up to \$1,000.00 in rebate for each completed policy. In 2021, the LRCA paid \$26,222.57 in WSIB premiums, and received a \$5,000.00 rebate under the WSIB Health and Safety Excellence Program framework. The annual fee paid to be part of the WSIB Excellence program in 2021 was \$791.00. In recognition of the development of another five policies in 2022, a \$5,000 rebate is anticipated.

In general, a robust Health and Safety program will reduce the number of potential injuries to our staff, thereby reducing WSIB claims and potential increases to LRCA's WSIB premiums.

CONCLUSION

The LRCA did not report any major Health and Safety issues during 2021 and was able to continue to adjust operations accordingly in response to the COVID-19 pandemic.

The LRCA's participation in the WSIB and the Health and Safety Policies outlined in this report are all integral parts of the LRCA's overall Health and Safety Program. The LRCA is committed to health and safety and providing its employees with a safe work environment.

BACKGROUND

Health and safety policies and procedures approved to date include:

- Health and Safety Policy Statement
- HS-01: Personal Protective Equipment
- HS-02: Written Roles & Responsibilities
- HS-03: Workplace Anti-Violence and Sexual Harassment
- HS-04: Return to Work
- HS-05: Inspection Procedures
- HS-06: Slips, Trips, and Falls
- HS-07: Supervisor Competency
- HS-08: Near Miss
- HS-09: Sharps Procedure
- HS-10: Health and Safety Orientation
- HS-11: Incident Investigation
- HS-12: Return to Work Self-Assessment
- HS-13: Equipment Training
- HS-14: Occurrence Reporting
- HS-15: Wildlife Encounters Policy
- HS-16: Contractor Management Program
- HS-17: Risk Assessment and Control of Hazards
- HS-18: Working Alone
- HS-19: Workplace Health Promotion

Approved policies related specifically to COVID-19 include:

- HS-COVID-1: Best Practices During Pandemic
- HS-COVID-2: Site Inspections During Pandemic
- HS-COVID-3: Field Staff Operations During Pandemic
- HS-COVID-4: Return to Work After Closure Due to Pandemic
- HS-COVID-5: Mandatory Use of Masks or Face Coverings within LRCA Office
- HS-COVID-6: Vaccines

PREPARED BY: Ryan Mackett, Communications Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: February 7, 2022</p>
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PROGRAM AREA	Community Relations	REPORT NO.	COMREL-01-2022
DATE PREPARED	February 7, 2022	FILE NO.	8-5-4
MEETING DATE	February 23, 2022		
SUBJECT	Digital Engagement- Website and Social Media Update		

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report No. COMREL-01-2022 be received for information.”

LINK TO STRATEGIC PLAN (2018-2022)

Conserve & Sustain:

- *Optimize decision-making by sharing data and knowledge.*

Protect & Support:

- *Increase awareness of the impacts of floods and hazards and the importance of mitigation.*

Connect & Explore:

- *Emphasize a sense of place through positive and equitable interactive experiences.*
- *Develop a communications strategy to engage diverse stakeholders.*

EXECUTIVE SUMMARY

During 2021, the LRCA website continued to experience increased usage and was visited over 59,268 times (47,300 times in 2020) by over 44,200 people (36,400 people in 2020). As of January 19, 2022, the LRCA Facebook page has 2,799 followers (up from 1,938 followers this time in 2020), the LRCA Instagram account has 1,424 followers (up from 1,200 followers this time in 2020) and the LRCA Twitter account has 388 followers (up from 290 followers this time in 2020). The LRCA’s promotional video has been viewed over 37,000 times. The LRCA’s animated floodway video has been viewed over 1,400 times.

During 2021, Shout Media designed and created an LRCA webstore (store.lakeheadca.com) which went live on May 11, 2021. The LRCA webstore had 15,679 pageviews and 1,276 orders during 2021 for a total of \$54,721.06 in sales consisting of primarily Explore Cards as well as parking fees, event registrations, t-shirts, and other LRCA merchandise.

DISCUSSION

The following summarizes the usage of the LRCA website.

Lifetime Summary (November 2015 – January 2022)

- Over 208,138 visits from over 152,883 users
- Over 426,216 pageviews (visitors average 2.05 pageviews per session, and approximately 1:35 minutes per visit on average)
- The most visited pages on the LRCA website (lifetime) are as follows:
 1. Home
 2. Cascades
 3. Hazelwood Lake
 4. Conservation Areas
 5. Mills Block
 6. Contact
 7. Little Trout Bay
 8. Cedar Falls
 9. Silver Harbour
 10. Mission Island Marsh

2021 Summary (January 1, 2021 – December 31, 2021)

- Over 59,268 visits from over 44,200 users
- Over 108,774 pageviews (86,800 in 2020); visitors average 1.84 pageviews per session, and approximately 1:22 minutes per visit on average
- The most visited pages on the LRCA website (2021) are as follows:
 1. Home
 2. Cascades
 3. Explore Card
 4. Conservation Areas
 5. Little Trout Bay
 6. Hazelwood Lake
 7. Mills Block
 8. Silver Harbour
 9. Cedar Falls
 10. Glacial Lakes History

2021 Website Acquisition

Website acquisition refers to how website visitors actually got to the LRCA website. The acquisition breakdown of the over 59,268 website visits during 2021 is as follows:

- 59.1% - Organic Search (i.e., a visitor “Googled” the LRCA, Cascades, etc.)
- 23% - Direct (i.e., a visitor was directed to the LRCA website by clicking on an LRCA-generated link in a newsletter, etc.)

- 12.2% - Social (i.e., a visitor was directed to the LRCA website via Facebook, etc.)
- 5.7% - Referral (i.e., a visitor was directed to the LRCA website via a link from another non-LRCA website.) Visitors were acquired through referrals from the following entities:
 - Conservation Ontario
 - Northern Ontario Travel Magazine
 - PayPal
 - tbNewswatch
 - Thunder Bay Hiking Association
 - Visitnorthwestontario.com
 - Planetware.com - “11 Top-Rated Things to Do in Thunder Bay, Ontario” (#11. Hit the Boardwalk on Mission Island)

Social Media Followers to Date

- Facebook: 2,799 followers
- Instagram: 1,424 followers
- Twitter: 388 followers

Paid Facebook Advertising Summary

During 2021, the LRCA spent \$180.00 on boosted Facebook marketing initiatives:

- 2021 Explore Card Parking Pass mid-season ad
 - \$50.00 ad ran for 28 days in May 2021
 - The ad reached 6,399 users
 - The ad resulted in 462 post engagements
 - The ad resulted in 316 link clicks
- 2021 Superior Stewards Program ad
 - \$30.00 ad ran for 11 days in May 2021
 - The ad reached 4,078 users
 - The ad resulted in 307 post engagements
 - The ad resulted in link clicks
- 2022 Explore Card Parking Pass “Stocking Stuffer” ad
 - \$100.00 ad ran for 46 days in November 2021
 - The ad reached 10,283 users
 - The ad resulted in 614 post engagements
 - The ad resulted in 392 link clicks

LRCA Promotional Video

- Currently has over 37,000 views

LRCA Animated Floodway Video

- Currently has over 1,400 views

LRCA Webstore

During 2021, Shout Media designed and created an LRCA webstore (store.lakeheadca.com) which went live on May 11, 2021. The webstore allows visitors to purchase Explore Cards and pay for parking, as well as purchase t-shirts and other LRCA merchandise.

- 15,679 Views during 2021
- 1,276 Orders during 2021
 - \$54,721.06 Total Sales
 - \$48,628.92 Net Sales
 - 1,575 products sold
 - 1,138 Explore Cards
 - 162 Watershed Explorer event registrations
 - 125 Parking Fees
 - 66 LRCA Stickers
 - 20 Nalgene Bottles
 - 13 Donations
 - 11 Enamel Pins
 - 9 Tote Bags
 - 7 Nature Journals
 - 24 T-Shirts

FINANCIAL IMPLICATIONS

Robust digital engagement leads to increased traffic to the website, which in turn leads to an increase in generated revenue, primarily in the sale of Explore Cards. The addition of the webstore in 2021, has made the purchase of LRCA merchandise much easier.

CONCLUSION

A strong online presence is vitally important, including communicating via social media, as acquiring information online is the preferred method of communication for an increasingly large demographic. It is recommended that the LRCA continue to prioritize maintaining a strong relevant web and social media presence.

BACKGROUND

The LRCA website was completely redesigned, rebuilt and relaunched in November of 2015 by Korkola Design. Alongside the new website, Korkola Design also refreshed the LRCA's visual identity in the form of a new logo, official colours, official font and other graphical design elements, along with a Visual Identity Guide.

The LRCA launched three official social media accounts in January 2017 (Facebook, Twitter, Instagram). The LRCA's Social Media Policy (GEN-03) was approved and adopted at the August 31, 2016 Board Meeting, Resolution #103/16.

In February of 2020, the LRCA transitioned all website hosting and maintenance from Korkola Design to Shout Media. Korkola Design was sold to a Toronto-based firm that no longer provided the same level of back-end website maintenance previously provided and was subsequently shut down by the agency that purchased them.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY:

Ryan Mackett, Communications Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook, Chief Administrative Officer</p>	<p>DATE: February 7, 2022</p>
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PROGRAM AREA	FOREST MANAGEMENT	REPORT NO.	FORMG-01-2022
DATE PREPARED	February 7, 2022	FILE NO.	22A-11-2
MEETING DATE	February 23, 2022		
SUBJECT	Forest Management Plan: Annual Summary - 2021		

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report FORMG-01-2022 be received.”

STRATEGIC PLAN

Links to the Strategic Plan (2018-2022):

Conserve and Sustain:

- *Support, strengthen and encourage environmental stewardship and sustainability.*
- *Manage future growth through a systematic evaluation of assets and landholdings.*

Connect and Explore:

- *Manage recreational areas for current and future generations.*

EXECUTIVE SUMMARY

The Authority currently participates in the Ontario Managed Forest Tax Incentive Program (MFTIP). Through the MFTIP, ‘Managed Forest’ properties pay 25% of the municipal tax rate set for residential properties based on forest management uses. The LRCA has a total of ten Forest Management properties.

The current MFTIP Plan covers the term of January 1, 2017 to December 31, 2026. In 2021, the total taxes paid for the ten properties was \$10,172.35. Total coin box donations at the Forest Management properties amounted to \$14,917.99. No harvesting within any ‘Managed Forest’ properties was undertaken during 2021.

DISCUSSION

The Authority currently participates in the Ontario Managed Forest Tax Incentive Program (MFTIP). Through the MFTIP, ‘Managed Forest’ properties pay 25% of the municipal tax rate set for residential properties based on forest management uses. The LRCA has a total of ten Forest Management properties.

The LRCA’s Forest Management Plan ten-year term is from January 1, 2017 to December 31, 2026. A requirement of the MFTIP is to complete a five-year progress report by July 31 of the fifth year in the MFTIP which was completed in 2021. The Report of Activities is used by the LRCA to document actions undertaken in the Forest Management Areas every year. Activities in the

MFTIP are to be carried out according to “good forestry practices” as defined in the *Forestry Act*. Appropriate management activities for the MFTIP includes:

- Tree planting of native tree species, tending, thinning, pruning and harvesting,
- Recreational activities,
- Wildlife management involving habitat work or participating in monitoring programs,
- Protecting environmentally sensitive areas by limited disturbance, and
- Learning about your forest.

Attached is the Report of Activities that provides greater details on general activities at each Managed Forest property area. Below are the activities that were reported between the January 1 and December 31, 2021 term.

2021 Report of Activities Summary					
Managed Forest Property Areas	Taxes Paid	Visitation Revenue	Harvesting Revenue	Planting / Habitat Work	Recreation / Learning
Cascades	\$ 265.48	\$ 7,357.91	-	-	✓
Cedar Falls	\$ 74.69	\$ 1,954.26	-	-	✓
Granite Point*	\$ 149.61	-	-	-	-
Hazelwood Lake	\$ 5,349.96	\$ 2,521.76	-	-	✓
Hurkett Cove	\$ 376.58	\$ 880.45	-	-	✓
Little Trout Bay	\$ 190.61	\$ 1,819.81	-	-	✓
Wishart Forest	\$ 891.39	\$132.45	-	-	✓
Mills Block Forest	\$ 575.03	\$ 251.35	-	-	✓
Harpell/ Bocking*	\$271.48	-	-	-	-
William’s Forest*	\$ 2,027.33	-	-	-	-
Total Cost	\$ 10,172.65	\$ 14,917.99	-	-	-

* not publicly accessible Managed Forest Property Areas.

The LRCA’s publicly accessible Managed Forest Properties are regularly used by the general public for outdoor recreation activities such as hiking, trail running, wildlife viewing, snowshoeing, nature appreciation, birding, photography, swimming, canoeing, kayaking, fishing, etc. The areas are also regularly used by the LRCA for our Environmental Education Programming and other workshops, field trips, guided hikes, etc.

Additionally, local schools, user groups such as Guides and Scouts and the Thunder Bay Field Naturalists as well as Lakehead University and Confederation College regularly use the areas for education programming, workshops, guided hikes and outdoor experiential learning initiatives.

FINANCIAL IMPLICATIONS

Costs to manage the Forest Management Properties are funded through self-generated forestry revenue. Funds are maintained in the Forest Management Reserve.

CONCLUSION

Every year the LRCA documents the activities in the ten Forest Management Areas as part of the Ontario Forest Management Tax Incentive Program (MFTIP). Activities are to be carried out according to “good forestry practices” as defined in the *Forestry Act*. In 2021, the total property taxes paid was \$10,172.65. The revenue collected from the coin boxes was \$14,917.99 at the ten properties.

BACKGROUND

The Authority participates in the Ontario Managed Forest Tax Incentive Program (MFTIP), which is a program to bring a greater fairness to the property tax system by valuing forestland according to its current use. The program is also designed to increase landowner awareness about forest stewardship. By participating in the program, properties assessed and managed under the managed forests property class, have the land taxed at 25 percent of the municipal tax rate set for residential properties.

The Authority currently has Forest Management Plans (Plan number 12707) for the following properties, which are owned and maintained by the Authority: Cascades Conservation Area, Cedar Falls Conservation Area, Granite Point Conservation Area, Hazelwood Lake Conservation Area, Hurkett Cove Conservation Area, Little Trout Bay Conservation Area, Mills Block Forest, Williams Forest, Wishart Forest and the Harpell/Bocking property.

KBM Resources Group developed the Managed Forest Plans for the 20-year period from January 1, 2007 to December 31, 2026; however, the MFTIP current term is 10 years. The current plan was developed by KBM Resources Group and covers the term of January 1, 2017 to December 31, 2026. The current plan was approved by the Board per Resolution #93/16.

REFERENCE MATERIAL ATTACHED

MFTIP Activity Reports – January 1, 2017 to December 31, 2021

PREPARED BY: Ryne Gilliam, Lands Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i> Tammy Cook Chief Administrative Officer</p>	<p>DATE: February 14, 2022</p>
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Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues		Comments	
	Description	Planned	Completed		Voluntary Donations to Coin Boxes		Taxes	
Cascades	Maintenance of parking areas, picnic facilities, pavilion, privy; garbage pick-up; clear trails of fallen trees; replace signage as required.	yes	Annually		2017	\$1,871.61	2017	\$199.67
					2018	\$1,261.10	2018	\$218.88
					2019	\$2,377.33	2019	\$235.49
					2020	\$3,208.30	2020	\$256.12
					2021	\$7,357.91	2021	\$256.48
					2022		2022	
					2023		2023	
					2024		2024	
					2025		2025	
					2026		2026	
	Flag approximate property boundaries	yes	Not done					
	Improve trails, particularly in wet areas	yes	Not done					
Obtain new aerial photography for Forest Management purposes	yes	Not done						
Collect contributions from collection boxes	yes	Annually						
Explore other opportunities to generate income	yes	Not done						
Acquire the private land that separates LRCA properties	yes	Not done						

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues	Comments
	Description	Planned	Completed			
	Two payment information signs installed	no	2017	\$169.94		
	New hand railing replaced at Red Trail	no	2018	\$4,548.25		
	Trail Bench installed along paved trail	no	2019	\$1,131.57		
	2 No Winter Maintenance Signs Installed	no	2019	\$85.00		
	New Concrete Picnic Table Installed	no	2020	\$1,680.31		
	New Handrailing Built at Yellow Trail	no	2020	\$4665.70		
	Emergency Information Sign Installed	no	2020	\$42.50		
	No Harvesting Sign Installed	no	2020	\$42.50		
	No Camping or Overnight Parking Sign Installed	no	2020	\$42.50		
	No Fires Sign Installed	no	2020	\$42.50		
	No Harvesting Sign Installed	no	2020	\$42.50		
	Large \$5 Fee Sign Installed	no	2021	\$449.00		
	Refinish main entrance sign	no	2021	\$100.00		
	Pay and Display Unit Installation	no	2021	\$10,740.30		

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues	Comments
	Description	Planned	Completed			
	Municipal By-Law Sign Installed	no	2021	\$259.00		
	Pay and Display Location Signage (2) Installed	no	2021	\$98.00		
	Parking Line Painting	no	2021	\$901.29		
	Coin Boxes Removed (2)	no	2021	\$0.00		

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues		Comments	
	Description	Planned	Completed		Voluntary Donations to Coin Boxes		Taxes	
Cedar Falls	Maintenance of parking areas, picnic facilities; garbage pick up; clear trails of fallen trees; replace signage as required.	yes	Annually					
					2017	\$321.43	2017	\$58.07
					2018	\$375.67	2018	\$64.91
					2019	\$523.54	2019	\$69.15
					2020	\$1,172.73	2020	\$72.78
					2021	\$1,954.26	2021	\$74.69
					2022		2022	
					2023		2023	
					2024		2024	
					2025		2025	
	Flag approximate property boundaries	yes	Not done					
	Obtain new aerial photography for Forest Management purposes	yes	Not done					
	Collect contributions from collection boxes	yes	Annually					
	Explore opportunities to generate income and/or reduce operating costs.	yes	Not done					
	One payment information sign installed	no	2017	\$84.97				
	New Entrance Sign Installed	no	2020	\$120.00 materials				
	New Concrete Picnic Table Installed	no	2020	\$1,680.31				
	Emergency Information Sign Installed	no	2020	\$42.50				

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

	Not a Designated Swim Area Sign Installed	no	2020	\$42.50		
	No Harvesting Sign Installed	no	2020	\$42.50		
	Large \$5 Fee Sign Installed	no	2021	\$449.00		

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues	Comments	
	Description	Planned	Completed				
Granite Point	No activity	yes				Taxes	
						2017	\$117.30
						2018	\$125.54
						2019	\$135.79
						2020	\$146.77
						2021	\$149.61
						2022	
						2023	
						2024	
						2025	
						2026	
	Flag approximate property boundaries	yes	Not done			Note: no access to date.	
	Obtain new aerial photography	yes	Not done				
	Explore new opportunities	yes	On-going				
	Harvesting	no	Not done				

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues	Comments	
	Description	Planned	Completed				
Harpell/Bocking	No activity	yes				Taxes	
						2017	\$363.18
						2018	\$173.24
						2019	\$270.32
						2020	\$271.48
						2021	\$271.95
						2022	
						2023	
						2024	
						2025	
						2026	
	Flag approximate property boundaries	yes	Not done			Note: no access to date.	
	Obtain new aerial photography	yes	Not done				
	Explore new opportunities	yes	On-going				
	Harvesting	no	Not done				

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities		Costs	Revenues		Comments		
	Description	Planned		Completed	Voluntary Donations to Coin Boxes		Taxes	
Hazelwood Lake	Maintenance of parking areas, picnic facilities, beach area, canoe launch area and assoc. infrastructure; garbage pick-up; clear trails of fallen trees; replace signage as required.	yes	Annually					
					2017	\$713.16	2017	\$4,351.47
					2018	\$813.84	2018	\$4,347.84
					2019	\$1,003.25	2019	\$4,604.99
					2020	\$1,899.58	2020	\$5,054.59
					2021	\$2,521.76	2021	\$5,349.96
					2022		2022	
					2023		2023	
					2024		2024	
					2025		2025	
	Flag approximate property boundaries	yes	Not done					
	Obtain new aerial photography for Forest Management purposes	yes	Not done					
	Two payment information signs installed	no	2017	\$169.94				
	Pursue purchase of non-LRCA properties that touch Hazelwood Lake so that a trail can be created that circumnavigates the lake.	yes	Not done					
	Collect contributions from collection boxes	yes	Annually					

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

	Explore other opportunities to generate income or reduce costs.		yes	Not done			
	New pavilion built		yes	2017	\$65,293.48		
	Guard rail replaced along causeway on access road		no	2017	\$24,931.20		
	Fixed dock – removed and replaced with roll-in – roll-out dock		no	2018	Donated by Union Gas		
	Trail extension cut at Dam Trail		no	2018	Completed by Jr Rangers		
	Refinished all three outhouses		no	2019	\$570.00		
	No Camping or Overnight Parking Sign Installed		no	2020	\$42.50		
	No Harvesting Sign Installed		no	2020	\$42.50		
	Emergency Information Sign Installed		no	2020	\$42.50		
	Life Saving Station Installed		no	2020	\$444.09		
	Unsupervised Swimming Area, No Lifeguard on Duty Sign Installed		no	2020	\$42.50		

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(to be completed as activities are completed in forest)

	No Fires Sign Installed		no	2020	\$42.50		
	Snowmobiles Prohibited Sing Installed		no	2020	\$42.50		
	No Gasoline Powered Engines Sign Installed		no	2020	\$42.50		
	Large \$5 Fee Sign Installed		no	2021	\$449.00		
	Refinish main entrance sign		no	2021	\$100.00		
	Garage Repairs		no	2021	\$3,694.24		
	Dam Repairs		no	2021	\$182,299,53		

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues		Comments	
	Description	Planned	Completed		Voluntary Donations to Coin Boxes		Taxes	
Hurkett Cove	Maintenance of parking areas, picnic facilities, pavilion, privy; garbage pick-up; clear trails of fallen trees; replace signage as required.	yes	Annually					
					2017	\$180.65	2017	\$335.41
					2018	\$184.53	2018	\$258.83
					2019	\$182.65	2019	\$313.89
					2020	\$498.82	2020	\$303.64
					2021	\$880.45	2021	\$376.58
					2022		2022	
					2023		2023	
					2024		2024	
					2025		2025	
	Obtain new aerial photography for Forest Management purposes	yes	Not done					
	Flag approximate property boundaries for marketing purposes	yes	Not done					
	Explore opportunities to generate income and/or reduce operating costs.	yes	Not done					
	Collect contributions from collection box	yes	Annually					
	One payment information sign installed	no	2017	\$84.97				
	Trail spur cut to new lookout point from existing trail.	no	2019	\$50.00				

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(to be completed as activities are completed in forest)

	New trail head sign installed	no	2019	\$200.00		
	Bird feeder installed	no	2019	\$150.00		
	Emergency Information Sign Installed	no	2020	\$42.50		
	No Harvesting Sign Installed	no	2020	\$42.50		
	New Floating Dock Installed	no	2020	\$19,566.94		
	Large \$5 Fee Sign Installed	no	2021	\$449.00		
	Refinish main entrance sign	no	2021	\$100.00		

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Report Summary Period: January 1, 2017 to December 31, 2021

(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues		Comments	
	Description	Planned	Completed		Voluntary Donations to Coin Boxes		Taxes	
Little Trout Bay	Maintenance of parking areas, boat launch, docks, picnic facilities, pavilion; garbage pick up; clear trails of fallen trees; replace signage as required.	yes	Annually					
					2017	\$456.88	2017	\$142.86
					2018	\$843.50	2018	\$160.66
					2019	\$522.52	2019	\$177.56
					2020	\$914.66	2020	\$190.55
					2021	\$1,819.81	2021	\$190.61
					2022		2022	
					2023		2023	
					2024		2024	
					2025		2025	
	Flag approximate property boundaries	yes	Not done					
	Obtain new aerial photography for Forest Management purposes	yes	Not done					
	Explore opportunities to generate income and/or reduce operating costs.	yes	Not done					
	Collect contributions from collection box	yes	Annually					
	One payment information sign installed	no	2017	\$84.97				
	Recycling/garbage unit installed	no	2017	\$20.00				
	Replace older information kiosk with new kiosk	yes	2017	\$2,250.79				

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Damaged dock removed	no	2018	\$4,859.00		
Installed 120 meters of boardwalk sections along Lookout trail. Provided connection to NCC trail.	no	2019	Materials Donated by Nature Conservancy of Canada.		
New interpretive sign installed in pavilion	no	2019	\$675.31		
No Camping or Overnight Parking Sign Installed	no	2020	\$42.50		
No Fires Sign Installed	no	2020	\$42.50		
Emergency Information Sign Installed	no	2020	\$42.50		
Certified Scuba Divers Only Sign Installed	no	2020	\$42.50		
No Parking Sign Installed	no	2020	\$42.50		
Large \$5 Fee Sign Installed	no	2021	\$449.00		
Refinish main entrance sign	no	2021	\$100.00		
Installed 36 meters of boardwalk sections along Lookout trail.	no	2021	\$500.00		
Additional Coin Box Installed	no	2021	\$726.96		

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(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues	Comments		
	Description	Planned	Completed					
Wishart Forest	Maintenance of parking areas, garbage pick-up; clear trails of fallen trees; replace signage as required.	yes	Annually		Voluntary Donations to Coin Boxes		Taxes	
					Removed Coin Box from Cascades installed October 2021.		2017	\$428.21
					2018	\$630.99		
					2019	\$755.36		
					2020	\$790.70		
					2021	\$790.70		
					2022			
					2023			
					2024			
					2025			
2026								
	KBM hired to oversee forest management operations	yes	2017	2017 - \$4,579.20 2018 - \$867.49 2019 - \$763.20		KBM Fees are based on time and materials with an upset limit of \$21,900		
	Open House held to inform public about harvesting schedule and methodology	yes	2017					
	Eco Logging hired to Harvest Block 7 and Block 22 (Phase 1 – 2017-2019)	yes	Ongoing		2018 - \$6,887.87 2019 - \$2,685.66	2018 – Block 7, 1,076 cords removed 2019 – Block 22, 445.91 cords removed		
	Post informative signs where harvesting abuts trail system	yes	2017					
	Trees planted in harvested areas Block 7 – 5,000 trees, by 11 volunteers	yes	May 2018	Trees donated by KBM, Resolute; planted by KBM, Resolute, Outland, LRCA				

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Compartment	Activities			Costs	Revenues	Comments
	Description	Planned	Completed			
	Flag approximate property boundaries	yes	Not done			
	Explore opportunities to generate income and/or reduce operating costs.	yes	Not done			
	Investigate more favourable lease agreement with fire department	yes	Not done			
	Trees planted in harvested areas Block 22 – 2,000 trees	yes	2019	Trees donated by KBM, Resolute; planted by LRCA staff.		
	Trees planted in harvested areas Block 22 - 1000	yes	2020	Trees donated and planted by KBM, Resoute.		
	Emergency Information Sign Installed	no	2020	\$42.50		
	No Harvesting Sing Installed	no	2020	\$42.50		
	Large \$5 Fee Sign Installed	no	2021	\$449.00		
	Installation of Coin Box	no	2021	\$726.91		

Section 9: Managed Forest Plan # 12707 - Report of Activities

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(to be completed as activities are completed in forest)

Compartment	Activities			Costs	Revenues		Comments													
	Description	Planned	Completed																	
Mills Block Forest	Maintenance of parking areas, garbage pick up; clear trails of fallen trees; replace signage as required.	yes	Annually		Removed Coin Box from Mission Marsh Installed October 2021. <table border="1" style="margin-left: 20px;"> <tr><td>2021</td><td>\$251.35</td></tr> <tr><td>2022</td><td></td></tr> <tr><td>2023</td><td></td></tr> <tr><td>2024</td><td></td></tr> <tr><td>2025</td><td></td></tr> <tr><td>2026</td><td></td></tr> </table>		2021	\$251.35	2022		2023		2024		2025		2026		Taxes	
							2021	\$251.35												
							2022													
							2023													
							2024													
							2025													
							2026													
							2017	\$497.86												
							2018	\$524.32												
2019	\$530.58																			
2020	\$554.89																			
2021	\$575.03																			
2022																				
2023																				
2024																				
2025																				
2026																				
	Flag approximate property boundaries	yes	Not done																	
	Obtain new aerial photography for Forest Management purposes	yes	Not done																	
	Create/update brochures	yes	Not done																	
	Explore opportunities to generate income and/or reduce operating costs	yes	Not done																	
	Harvesting in compartments	maybe	Not done																	
	Installed concrete picnic table	no	2017	\$2,653.90																
	Boardwalk sections installed, 60 meters.	yes	2019	\$500.00																

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	Access Bridge Installed	no	2019	Donated and constructed by Enbridge		
	Emergency Information Sign Installed	no	2020	\$42.50		
	No Harvesting Sign Installed	no	2020	\$42.50		
	No Winter Maintenance Sign Installed	no	2020	\$42.50		
	Large \$5 Payment Sign Installed	no	2021	\$449.00		
	Coin Box Installed	no	2021	\$726.96		

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Compartment	Activities			Costs	Revenues	Comments	
	Description	Planned	Completed				
William's Forest	Obtain new aerial photography for Forest Management purposes	yes	Not done			Taxes	
						2017	\$1,626.13
						2018	\$1,758.37
						2019	\$1,865.90
						2020	\$2,027.33
						2021	\$2,027.35
						2022	
						2023	
						2024	
						2025	
2026							
	Attempt to purchase properties that separate the LRCA holdings	yes	Not done				
	Explore opportunities to generate income and/or reduce operating costs	yes	Not done				
	Flag approximate property boundaries	yes	Not done				
	Follow operations plan when forestry operations conducted.	yes	On going				
	Forestry Operations Conducted in Block D	yes	2020		\$20,544.83	Block-D 1,909.01 Cords removed	
	3 No Hunting Signs Installed	no	2020	\$127.50			



PROGRAM AREA	Neebing-McIntyre Floodway Flood Control	REPORT NO.	NMFC-01-2022
DATE PREPARED	February 10, 2022	FILE NO.	2-13-4
MEETING DATE	February 23, 2022		
SUBJECT	2021 Neebing-McIntyre Floodway Summary		

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report NMFC-01-2022 be received.”

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2018-2022):

Protect and Support:

- *Increase awareness of the impacts of floods and hazards and the importance of mitigation.*
- *Demonstrate effective land-use planning and emergency flood management through a collaborative approach.*
- *Maintain and enhance flood and erosion control infrastructure to minimize the impacts of flooding, erosion, and sedimentation.*

EXECUTIVE SUMMARY

In 2021, the Neebing River did not divert water into the Floodway Diversion Channel. Routine monitoring included the following: annual sediment survey of the Floodway channel, sediment traps, and the Diversion Channel lip; annual inspection of the Diversion Structure; annual inspection of the Floodway with the City of Thunder Bay; and the Floodway water level monitoring program. There was no major maintenance in 2021 and minor maintenance completed by LRCA staff included routine grass cutting, and the removal of invasive plant species. The sediment accumulation in the CPR Sediment Trap is at capacity and is proposed to be dredged in 2022.

The Floodway Agreement between the City and LRCA has been extended for a two year term, expiring on December 31, 2022.

The attached Operation, Maintenance and Surveillance Plan has been updated to include work completed in 2021. Key deliverables noted for 2022 include:

- Annual sediment accumulation survey from the ice,
- Dredging of the CPR Sediment Trap,
- Annual Diversion Structure Inspection by a Professional Engineer,
- Annual inspection with staff from the City of Thunder Bay,
- Water level monitoring from the bridges along the Floodway,
- Develop and implement an Invasive Plant Species Management Plan, and
- On-going minor maintenance as required.

DISCUSSION

The Neebing River did not divert water into the Floodway Diversion Channel in 2021. A chart displaying the number of days of diversion during each year of operation of the Floodway is attached.

The Floodway Operation, Maintenance and Surveillance Plan for 2022 has been updated with maintenance and monitoring work that was completed in 2021. The Plan outlines completed and anticipated required minor and major maintenance and the on-going monitoring planned.

Sediment Accumulation Monitoring Program – Floodway Channel

In order to track on-going sediment accumulation within the Floodway channel, a routine monitoring program was initiated in 2011. The monitoring program is conducted on an annual basis during the winter period from the ice. The surveys are tied into previous benchmarks and control points that were used during previous surveys by Staff. Cross sections are completed at approximately 25-metre intervals and are then plotted and compared with design and other recent cross sections in the same areas. Data is input to a created database/spreadsheet to record the information for comparison with past and future surveys. Hatch Ltd. conducted the annual sediment survey in February 2021 from the ice to monitor the on-going sediment accumulation within the sediment traps and Floodway channel.

In 2021, cross sections were extended from the Balmoral Sediment Trap northerly towards the confluence of the Floodway and McIntyre River at William Street. This area was surveyed for the first time in 2019 as sediment accumulation was visibly apparent. A few extra cross sections were taken in the area of Memorial Avenue and Carrick Street due to possible back up of sediment in the vicinity of the CN railway bridge.

Based on the 2021 surveys, the sediment accumulation in the Floodway from the Diversion Channel to the Lake is considered to be moderate. A moderate decrease has occurred in the reach from the CPR to Island Drive and a slight decrease in the reach from Island Drive to the mouth of Lake Superior.

Minor increases and decreases have fluctuated between years in the Balmoral and CPR traps. Sediment was removed in the Balmoral Trap during the 2019 Sediment Removal Program; However, the overall sediment accumulation is approximately 3,000 to 5,000 cubic metres between 2011 and 2019. The CPR Trap has accumulated 1,559 cubic metres (cu.m) of sediment since 2011, with a total estimated volume of 4,522 cu.m. Over the last three years the traps have

seen a small accumulation of between 900 to 1,000 cubic metres of sediment. The CPR Trap appears to be stable, however it is at capacity. Sediment removal by dredging is proposed for 2022.

Sediment Accumulation Monitoring Program – Floodway Diversion Channel

The Diversion Channel is surveyed to assess the depth of deposited sediment from the Neebing River Diversion Channel lip to Redwood Avenue and from Redwood Avenue to the Floodway. The Diversion Channel survey was completed in 2018 by Hatch Ltd. and the next survey is planned for 2023. The lip survey is conducted annually, and the full channel survey is completed every five years.

No significant accumulation of material has occurred in the diversion channel of the Neebing River as the sediment was removed in 2017. There is approximately 5,000 cubic metres of material accumulated between Neebing River lip and the Golf Course Foot bridge. Dredging of the Diversion Channel was not recommended at the time of the report in 2018. There has been no water diversion since 2017 and as such, the amount of material does not represent a significant flow impediment. Sediment removal at the lip should be reviewed once the lip grade gets to be 100mm above the design elevation.

The lip survey was completed by Hatch Ltd. in July 2021 (i.e., 250 metres into the diversion channel from the lip) and an estimated 1,310 cubic metres of material has been deposited in this area since the dredging in 2017. In the short term, consideration could be given to bulldoze excess material to the west side of the channel for later removal. The removal of sediment at the lip of the Diversion Channel is scheduled as required, approximately every four years, with the next round anticipated to be completed in 2023. During their work, Hatch noted that erosion was occurring at the lip and suggested that it be repaired in 2022. LRCA staff will inspect the lip of the Diversion Channel with the City this spring and develop a plan for repair, if warranted.

Major and Minor Maintenance

In 2021, no major maintenance was completed. Minor maintenance completed by LRCA staff included routine grass cutting and removal of invasive plant species that were identified on the banks of the floodway. Brush and tree growth on the channel invert should be kept in control and is reviewed annually or biannually. Trees that were being targeted by beavers along the floodway were protected with wire mesh.

Inspection of the Floodway Diversion Structure

The annual structural inspection of the Floodway Diversion Structure was completed by KGS Group in June 2021. The Diversion Structure was noted to be in good condition with no major concerns identified regarding the integrity of the structural, functionality and safety components. Recommendations at the time of inspection for this structure were minor, which included reapplying waterproof coating to the concrete walkway slab. The waterproofing was recommended to be completed within one year.

Inspection of the Floodway

LRCA and City of Thunder Bay staff completed the annual inspection of the Floodway on June 11 and 16, 2021 from the Neebing River weir to the outlet at Lake Superior. The inspection typically consists of a general discussion of the Floodway, roles and responsibilities, and a visual inspection of the main components of the Floodway as seen from the pedestrian trails and Floodway banks.

Overall, the Floodway is considered to be in good condition. No major issues were noted at the time of the inspection with the exception of the culvert located on the south side of Shoppers Drug Mart at the McIntyre Centre (to be repaired by mall owners). At the time of inspection, the Edward Street bridge road crossing was under construction.

The current Floodway Agreement between the City of Thunder Bay and the LRCA has been extended to a two year term up to December 31, 2022. A full update of the Agreement is planned in 2022 prior to expiry. The Agreement outlines each party's responsibilities in regard to the Floodway and reinforces that maintaining the Floodway integrity is first and foremost.

Floodway Water Level Monitoring Program

LRCA staff continued to record water level measurements from various bridges that cross the Floodway. Monitoring is completed on a monthly basis during open water conditions, including during high water events and spring freshet. This data will be used for calibration of future Floodway models.

Operation, Maintenance and Surveillance Plan

The attached Operation, Maintenance and Surveillance Plan has been updated to include work completed in 2021. The following are the key deliverables noted for 2022:

- Annual sediment accumulation survey from the ice,
- Dredging of the CPR Sediment Trap,
- Annual Diversion Structure Inspection by a Professional Engineer,
- Annual inspection with staff from the City of Thunder Bay,
- Water level monitoring from the bridges along the Floodway,
- Develop and implement an Invasive Plant Species Management Plan, and
- On-going minor maintenance as required.

FINANCIAL IMPLICATIONS

The Neebing McIntyre Floodway Program, including surveillance and annual minor maintenance, is included in the 2022 Annual Budget. The Floodway is sole benefitting to the City of Thunder Bay and therefore all maintenance is included as part of their sole benefitting levy.

CONCLUSION

In 2021, there were no major issues noted with the operation of the Floodway. Minor maintenance included grass cutting, and removal of invasive plant species by LRCA staff. Annual routine maintenance will continue in 2022. Major maintenance includes the dredging of the CPR Sediment Trap in 2022.

BACKGROUND

The Neebing-McIntyre Floodway consists of three main components: the Diversion Structure; the Diversion Channel; and the widened and deepened Floodway Channel that outlets into Lake Superior. Construction of the Floodway was completed in 1984 and was constructed to provide riverine flood protection to the lower Neebing River and Intercity area.

The main features of the Floodway include:

- Diversion Structure at Ford Street
- Diversion Channel
- Sediment Trap at Balmoral Street
- Sediment Trap at CPR Bridge
- McIntyre River channel from William Street to Fort William Road
- New channel alignment from Fort William Road to Lake Superior
- Outlet into Lake Superior

The design capacity of the Floodway is to provide protection up to and including the Regional Storm. The construction of the Floodway has resulted in significant development in the Intercity Area. During high water events, the Floodway provides protection by limiting flow volumes in the lower Neebing River to 29 cubic metres per second. The flow in the lower Neebing River is controlled by the Diversion Structure that controls flows through the use of a 2.5 x 3.0 metre opening in the structure. Excess flows are diverted down the 1.5 km Diversion Channel to the widened deepened Neebing-McIntyre Floodway Channel to Lake Superior.

As part of the Floodway's Operation and Maintenance and Surveillance plan (attached), dredging needs to occur every 20 years or so, depending on sediment buildup. Two sediment traps are also required to be emptied approximately every 7-10 years, and the removal of sediment at the lip of Diversion Channel occurs every 4 years. This maintenance ensures that the Floodway remains operational and capable of handling rainfall up to and including the Regional Storm. The LRCA also hires two seasonal staff annually to undertake routine Floodway maintenance such as grass cutting, brushing, etc.

REFERENCE MATERIAL ATTACHED

Needing-McIntyre Floodway: Operation, Maintenance and Surveillance Plan – 2022

Needing-McIntyre Floodway: Diversion Chart

PREPARED BY: Gail Willis, Watershed Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: February 10, 2022</p>
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Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2022

Construction of the Neebing-McIntyre Floodway was completed in 1984 by the Lakehead Region Conservation Authority with a final cost of \$15-million dollars. The Floodway was constructed to address flooding in the Intercity Area of the City of Thunder Bay.

The main features of the Floodway include:

- Diversion Structure at Ford Street
- Diversion Channel
- Sediment Trap at Balmoral Street
- Sediment Trap at CPR Bridge
- McIntyre River channel from William Street to Fort William Road
- New channel alignment from Fort William Road to Lake Superior
- Outlet into Lake Superior

The design capacity of the Floodway is to provide protection up to and including the Regional Storm. The construction of the Floodway has resulted in significant development in the Intercity Area.

The Floodway provides protection by limiting flow volumes in the lower Neebing River to 29 cubic metres per second. The flow in the lower Neebing River is controlled by the Diversion Structure which controls flows by a 2.5 x 3.0 metre opening in the structure. Excess flows are diverted down the Diversion Channel to the widened deepened Neebing-McIntyre Floodway Channel.

Since the opening size is fixed, some diversion of flow will occur with upstream flows as little as 10 cubic metres per second.

Operation

During flood events the Floodway operates without any required actions. The Diversion Structure limits flows down the Neebing River and diverts excess flows into the 1.5 kilometre Diversion Channel which directs excess flows to the widened, deepened Neebing-McIntyre Floodway to Lake Superior.

Maintenance

Since the construction of the Floodway, major maintenance has occurred on the Floodway. The sediment traps, which were installed within the Floodway were part of the original design and were anticipated to require periodic dredging and were classified as major maintenance.

The Diversion Structure has three potential openings, however only one is left open. If the two other openings are required to be opened (i.e., to permit repair work, debris removal, etc.) refer to the document *Neebing-McIntyre Floodway Diversion Structure, Maintenance and Operation Manual*, dated January 1984.

Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2022

In 2021, LRCA staff removed invasive plant species that were identified on the banks of the floodway. This year, staff will develop and implement an Invasive Plant Species Management Plan for ongoing surveillance and management of invasive plant species along the Floodway.

The following table provides a summary of anticipated and completed maintenance. Refer to the Neebing-McIntyre Floodway Maintenance Plan Summary Map 2022 for reference.

Table 1 – Maintenance Plan Summary					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
Varies, as shown on map	Entire Floodway	Remove invasive plant species - purple loosestrife (<i>Lythrum salicaria</i>) Reed canary grass (<i>Phalaris arundinacea</i> subsp. <i>Arundinacea</i>)	2021 (purple loosestrife)	no	As required, or on a yearly basis (2023)
1	Balmoral Sediment Trap	Dredge sediment trap 4,500 m ³ sediment removed	1993	yes	Approx. every 10 years or as determined by annual sediment surveys (2028)
		Dredge sediment trap 1999 - 2,240 m ³ sediment removed 2000 – 4,565 m ³ sediment removed	1999/2000	yes	
		Dredge sediment trap 7,600 m ³ sediment removed	2008	yes R.08.007	
		Dredge sediment trap 4526 m ³ sediment removed from north side, including area of McIntyre River confluence	2019	no R.19.029	
	CPR Bridge Sediment Trap	Dredge sediment trap 5,500 m ³ sediment removed	1993	yes	Approx. every 10 years or as determined by annual sediment surveys (2022)
		Dredge sediment trap 5,560 m ³ sediment removed	1999	yes	
		Dredge sediment trap 5,500 m ³ sediment removed	2008	yes R.08.007	
		Sediment testing & dredge sediment trap		Application in 2022	

Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2022

Table 1 – Maintenance Plan Summary					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
2	Diversion Channel	Diversion Channel dredging between Neebing River and Redwood Avenue Bridge 2006-10,880 m ³ sediment removed	2006	yes R.06.146	Every 10 years or as determined by Diversion Channel sediment surveys (2024)
3		Close-cut clearing from Redwood Bridge to Floodway channel	2001	no	As required
			2016 removed >2" dia. trees (60 m from Chapples Ped. bridge)	no	As required
			2018 removed shrubs and >2" dia. trees from the bottom & edges at the Chapples Park location.	no	As required, or on a yearly to 2 year basis (2023)
3	Slumped/erosion area in Chapples Golf Course and replacement of rock apron	2014	yes R.14.072		
		Close-cut clearing from Neebing River to Redwood Bridge	2020 removed shrubs and cattails from bottom & edges of channel	no	As needed
4	Diversion Channel Lip	Removal of sediment at lip of beginning of channel (Ford Street) 2008 - 1,730 m ³ sediment removed	2007 2008	yes R.08.007	Every 4 years, or as needed after major events (2023)
		2012- 3,300 m ³ sediment removed and debris	2012	no	
		2017 – 2,811 m ³ sediment removed	2017	yes R.17.009	

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2022

Table 1 – Maintenance Plan Summary					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
5	Diversion Structure	Removal of ice or debris at inlet of structure	2007 2013 (x2) 2016 2018	no	As needed after high water events (2-3 years)
		Replace concrete structure, vertical braces, gate columns	1984		Every 81 years 2067**
		Guard rails	1984		50 years life 2032**
		Chain link fence	1984		2026**
		Structural steel (steel frame)	1984		Every 81 years 2063**
		Lifting Lugs	1984		Every 81 years 2063**
		Gate timbers	1984		Every 40 years 2023**
		Concrete was cleaned and painted to cover existing graffiti	2017 2020		As needed
Concrete wall graffiti mural by local artists and students	2022		N/A		
6	Floodway Channel – Fort William Road to CPR Bridge	All trees along the shoreline of the LRCA owned Triangle Property had their limbs removed to a height of 1.5 metres	2017	no	As needed
7	Floodway Channel – CPR Bridge to Island Avenue	Dredge Floodway Channel Actual – 27,868 m ³	2011	yes R.11.009	Every 15 years (2025)
		Sod area between pathway and PCP fence to cover exposed glass which surfaced after dredging in spring of 2012	2012	yes R.12.017	N/A

Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2022

Table 1 – Maintenance Plan Summary					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
		Small erosion repair, culvert outlet from Port Authority land, Floodway south bank, between McIntosh Street and Slovak Legion land	2015	no	N/A
8	Floodway Channel – Island Avenue to Lake Superior	Dredge Floodway Channel Actual – 12,529 m ³	2012	yes R.12.017	Every 15 years (2031)
		Trees on pathway side of floodway channel had their limbs removed to a height of 1.5 metres	2017	no	As needed
9	Floodway Channel – Confluence with Lake Superior	Dredge Floodway Outlet into Lake Superior Actual – 17,627 m ³	2015	Application submitted in 2013 R.13.005 Resubmitted in 2014 R.14.010 Resubmitted in 2015 R.15.007	Every 20 years (2035)
10		Repair to eroded confluence bank	2009	yes R.09.018	>20 years (2029) or as needed
		Repairs to eroded bank and trail	2020	no	As needed

*Pre-1995 funds were from transfer payment and post 1995 were WECA funds.

** Replacement date as indicated in 2016 Asset Management Plan, Neebing-McIntyre Diversion Structure Condition Report

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2022

Surveillance Plan

The following table summarizes the completed and planned Surveillance for the Neebing-McIntyre Floodway.

Table 2 – Surveillance Plan Summary				
Area of Study	Description of Study	Date	*Provincial Funds Provided	Estimated Recurrence
Entire Floodway	Neebing-McIntyre River Sedimentation Study, Dillon	1988	yes	-
	Neebing-McIntyre Floodway Integrity Evaluation Study, Engineering Northwest Limited	1998	yes	Every 10 years (2023)
	Neebing-McIntyre Floodway Integrity Evaluation Study, Hatch Mott MacDonald	2013/2014	yes S.13.018	
	Annual Inspection of Floodway – LRCA/City Staff	Annual	no	yearly
	Invasive Plant Species Management Plan, and annual inspection of invasive plant species – LRCA	Initiated in 2022, Annual	no	yearly
Floodway Channel - CPR Bridge to Lake Superior	Neebing McIntyre Floodway Confluence Study, Engineering Northwest Limited	2008	yes S.08.003	
Floodway Channel	Survey of bed of channel to determine sediment accumulation, Hatch	Re-initiated in 2011	no	Yearly from ice
	Hydrological survey from boat, Riggs Engineering.	2013	yes included in R.13.005	To be determined
Diversion Channel	Neebing-McIntyre Floodway Diversion Channel Drainage Investigation, AMEC	2003	yes	
	Survey of Diversion Channel to determine sediment accumulation	2013 2018	no	Every 5 years (2023)
	Annual Diversion Channel Lip Survey	Initiated in 2014	no	Yearly after spring freshet

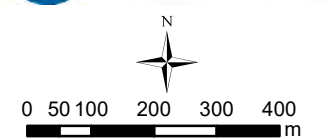
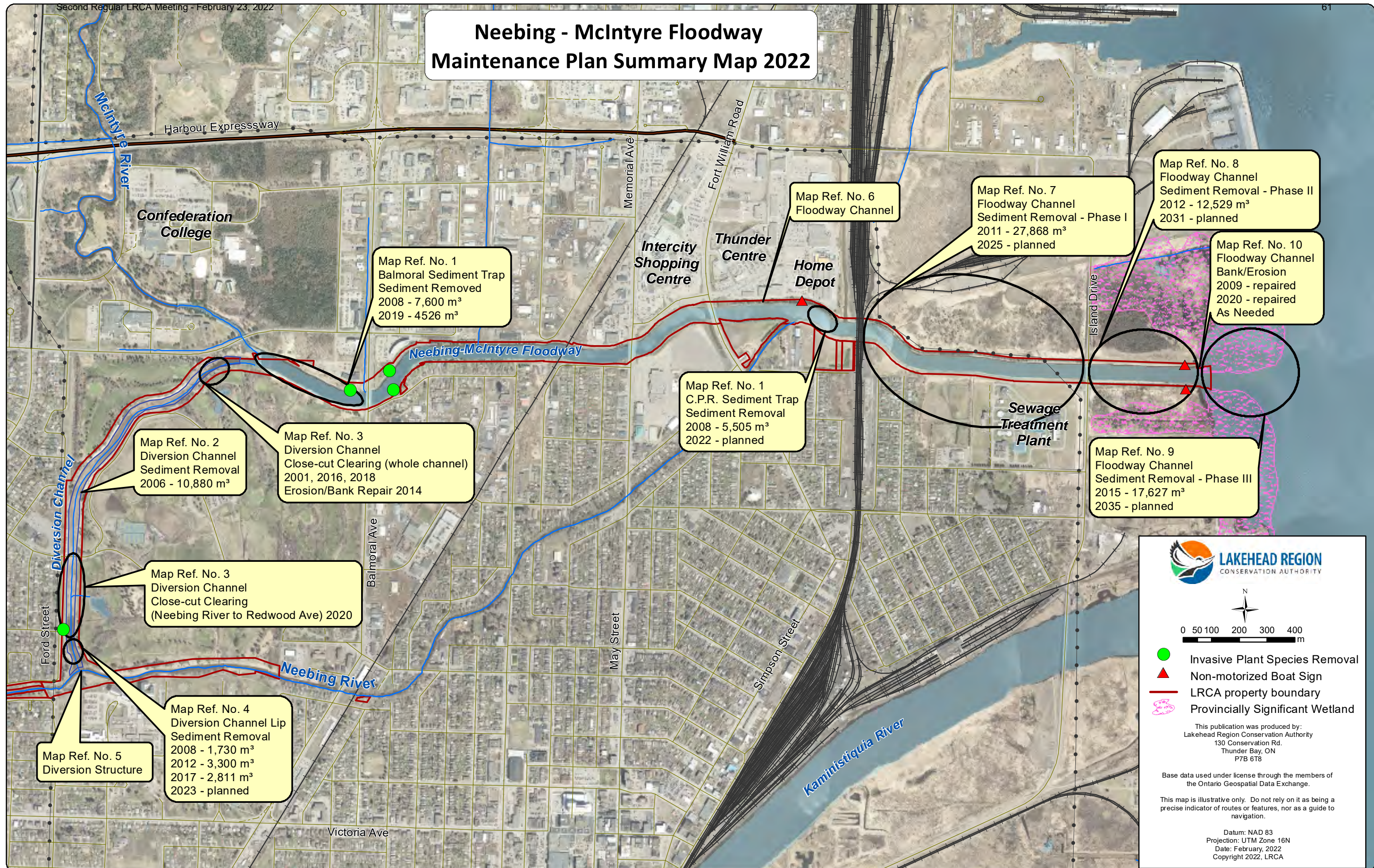
Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2022

Table 2 – Surveillance Plan Summary				
Area of Study	Description of Study	Date	*Provincial Funds Provided	Estimated Recurrence
	CCTV inspection of weeping tile and storm sewer along west bank between Neebing River and Redwood Avenue bridge	2020	no	As needed
Diversion Structure	Inspection by Professional Engineer	On-going	no	Yearly
Bridge crossings (various locations)	Water level measurements from various Bridges during events for future model calibration purposes	On-going (Initiated in 2016)	no	Annually during rainfall and /or diversion events

*Pre-1995 funds were from transfer payment and post 1995 were WECl funds.

Attachments: *Neebing-McIntyre Floodway – Maintenance Plan Summary Map 2022*

Neebing - McIntyre Floodway Maintenance Plan Summary Map 2022



- Invasive Plant Species Removal
- ▲ Non-motorized Boat Sign
- LRCA property boundary
- Provincially Significant Wetland

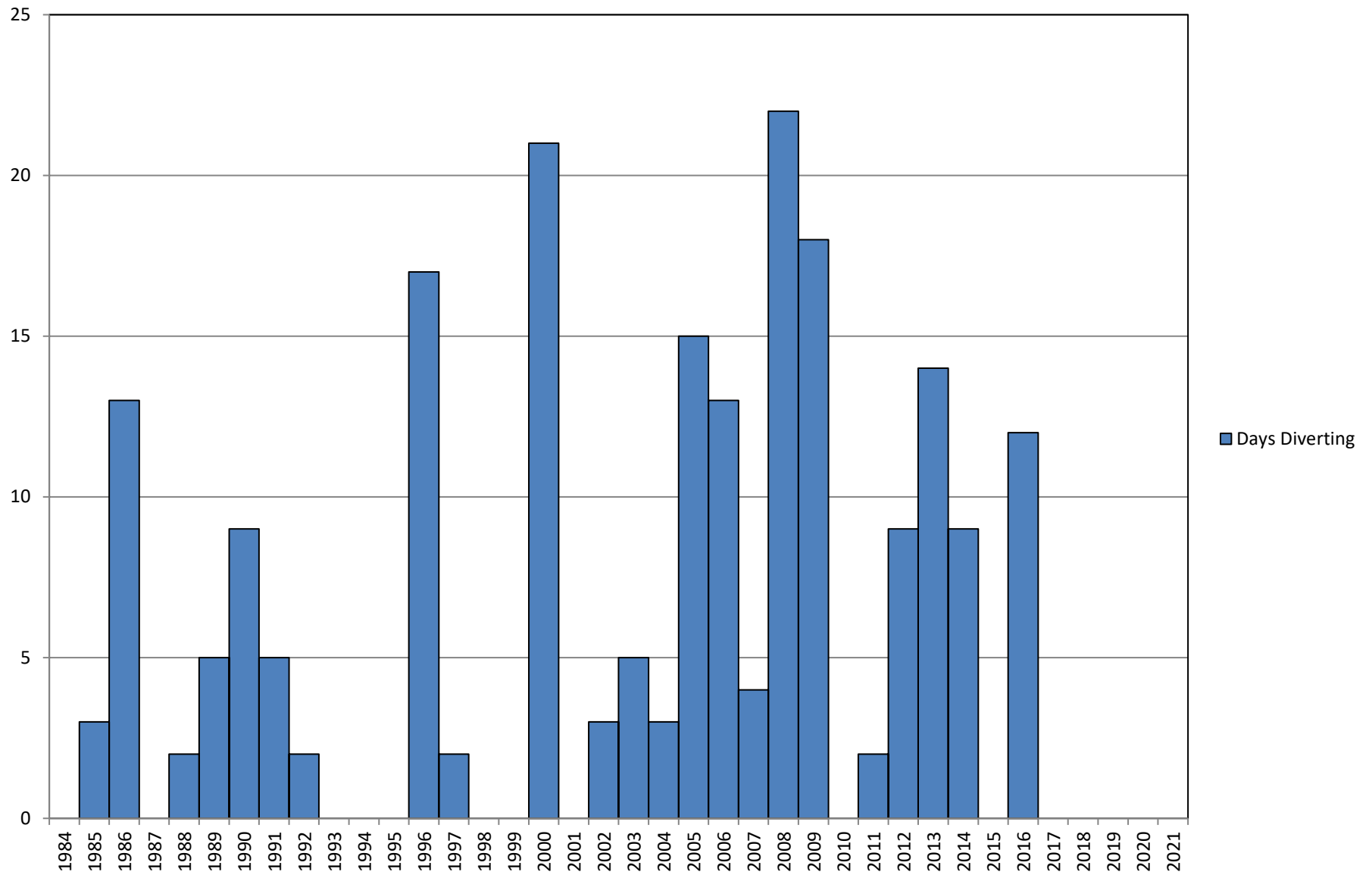
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P7B 6T8

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Datum: NAD 83
Projection: UTM Zone 16N
Date: February, 2022
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Needing-McIntyre Floodway Number of Days Diverting 1984 - 2021



**2022 TREASURER'S REPORT
MONTHLY EXPENSES**

	2022 BUDGET	JANUARY	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	843,613	40,000	40,000	803,613
Municipal Levy	1,733,332	1,733,332	1,733,332	-
Self Generated	233,788	78,678	78,678	155,110
Other Revenue	585,429	18,012	18,012	567,417
TOTAL REVENUE	3,396,162	1,870,022	1,870,022	1,526,140
EXPENSES				
Core Mandate Operating				
Administration	530,632	29,292	29,292	501,340
Community Relations	125,005	7,911	7,911	117,094
Natural Hazard and Protection Management	659,676	28,526	28,526	631,150
Conservation and Management of Cons. Auth. Lands	284,006	13,317	13,317	270,689
Drinking Water Source Protection	56,343	3,339	3,339	53,004
Total Core Mandate Operating	1,655,662	82,386	82,386	1,573,276
Non Core Mandate Operating				
Other Programming	248,099	5,452	5,452	242,647
Total None Core Mandate	248,099	5,452	5,452	242,647
Total Core and Non Core Mandate Operating	1,903,761	87,838	87,838	1,815,923
Core Mandate Capital				
Natural Hazard and Protection Management	1,049,401	5,992	5,992	1,043,409
Authority Office	195,500	-	-	195,500
Conservation and Management of Cons. Auth. Lands	247,500	328	328	247,172
Total Core Mandate Capital	1,492,401	6,320	6,320	1,486,081
Total Operating and Capital	3,396,162	94,158	94,158	3,302,004



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	CORPORATE	REPORT NO.	CORP-02-2022
DATE PREPARED	February 8, 2022	FILE NO.	50-6-1
MEETING DATE	February 23, 2022		
SUBJECT	Minister Appointed Agricultural Representative on LRCA Board		

RECOMMENDATION

Suggested Resolution

“THAT: Staff Report CORP-02-2022 regarding a Minister Appointed Agricultural Representative on the LRCA Board of Directors is received.”

LINK TO STRATEGIC PLAN

All sections of the Strategic Plan are impacted.

EXECUTIVE SUMMARY

The Ministry of Environment, Conservation and Parks (MECP) is moving forward with the process of appointing Agricultural Representatives to Conservation Authority Boards, as permitted in the *Conservation Authorities Act*. The full details are unknown at this time; however, advertisements were posted on February 7, 2022 by the MECP, seeking representation, with a closing date for applications of February 21, 2022.

DISCUSSION

As part of Bill 226, *Protect, Support and Recover from COVID 19 Act (Budget Measures)*, 2020, Schedule 6 included the provision that the Minister may appoint a Member to the Board of Directors of a Conservation Authority representing the agricultural sector.

On February 7, 2022 the MECP posted advertisements (see Attachment #1) seeking agricultural representatives on each of the Conservation Authority Boards, with a closing date for applications of February 21, 2022.

As per the *Conservation Authorities Act*:

Member from agricultural sector appointed

14(4) In addition to the members of an authority appointed in accordance with subsections (1) to (2.1), an additional member may be appointed to the authority by the Minister as a representative of the agricultural sector. 2020, c. 36, Sched. 6, s. 2 (5).

Limitation on voting

14(4.0.1) The member of an authority appointed under subsection (4) shall not vote on,
 (a) a resolution to enlarge an authority’s area of jurisdiction that is presented at a meeting called under section 10;

- (b) a resolution to amalgamate an authority with another authority that is presented at a meeting called under section 11;
- (c) a resolution to dissolve the authority that is presented at a meeting called under section 13.1; or
- (d) a resolution relating to any budgetary matter that is presented at a meeting held under section 16. 2020, c. 36, Sched. 6, s. 2 (5).

Details regarding the appointed agricultural representative to be confirmed include:

- What criteria the MECP is using to choose the representative?
- When will the term (up to four years) begin?
- Are they eligible to be Chair and Vice-Chair?
- Does the representative count towards quorum (Act specifies quorum to be “at any meeting of an authority, a quorum consists of one-half of the members appointed by the participating municipalities”)?
- What happens if no one applies for the position?

It has been clarified that the \$150 per diem and any allowable expenses will be paid by the Ministry.

FINANCIAL IMPLICATIONS

Minimal financial impacts are anticipated, based on the Ministry paying the appointees per diem and expenses.

CONCLUSION

The MECP is moving forward with appointing agricultural representatives to be Members of Conservation Authorities, per the *Conservation Authorities Act*. Staff will complete any administrative requirements throughout the process and advise the Board accordingly.

BACKGROUND

Over the last several years the government has been reviewing and consulting on the *Conservation Authorities Act*. On November 5, 2020 the Province introduced Bill 229, *Protect, Support and Recover from COVID 19 Act (Budget Measures), 2020*, with Schedule 6 outlining many changes to the *Conservation Authorities Act*. The Bill passed third reading and received Royal Assent on December 8, 2020. Some sections came into effect immediately, while additional sections were proclaimed on February 2, 2021. Additional sections are to be proclaimed at a later date.

REFERENCE MATERIAL ATTACHED

Attachment 1 – MECP Advertisement regarding appointing an agricultural sector representative as a member of the LRCA

PREPARED BY:

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: February 9, 2022
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Advertisement

Position/Title

Member (Part-Time)

Agency

Lakehead Region Conservation Authority

Advertisement Date

07-Feb-2022

Closing Date

21-Feb-2022

File Number

PAS-220024

Position Type

Part-Time

Remuneration

PER DIEM

Roles and Responsibilities

The Ministry of the Environment, Conservation and Parks is seeking an agricultural sector representative to be appointed as a member of the Lakehead Region Conservation Authority.

Under subsection 14(4) of the *Conservation Authorities Act (CAA)*, the Minister of the Environment, Conservation and Parks can appoint an agricultural sector representative to each conservation authority (CA), which is generally made up of municipally appointed members.

As enabled under the CAA, a member appointed by the Minister as a representative of the agricultural sector would have a role comparable to other municipally appointed CA members (with some limits to voting powers).

These representatives will be appointed to perform their specific roles and responsibilities as a member of the CA while remaining accountable to the Minister for their actions.

The Minister appointed agricultural sector representative of the CA will be expected to provide input on all CA matters, including discussions and applicable decisions related, but not limited, to:

- matters of CA strategic direction;
- the establishment and implementation of regulations, policies and programs;
- management of CA-owned lands, including proposals to acquire or dispose of land, subject to the requirements under the CAA;
- the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- consultation requirements and processes for the delivery of CA programs and services;
- opportunities to raise money for non-mandatory programs and services;
- proposal for new and implementation of existing capital projects;
- matters related to administration of the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF) section 28 natural hazard permit;
- holding hearings required for the purpose of reviewing section 28 permit applications in accordance with the *Statutory Powers and Procedures Act*;
- planning matters under the *Planning Act* as delegated by Ministry of Municipal Affairs and Housing (MMAH) as part of the provincial one window review process and by NDMNRF for consistency with natural hazard policies of the Provincial Policy Statement; and
- other operational matters.

Public Appointments Secretariat

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Second Regular PCA Meeting - February 23, 2022

A Minister appointed agricultural sector representative will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive (AAD) <https://www.ontario.ca/page/agencies-and-appointments-directive> and undertake any required training as directed by the Public Appointment Secretariat.

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The representative would also be bound by the provisions of a CA's by-laws that govern the other members of the CA, including the code of conduct and conflict of interest policies.

Qualifications

A Minister appointed agricultural sector representative of the CA must:

- be a resident in a participating municipality in which the CA has jurisdiction (subsection 14(3) of the CAA), and
- have demonstrated knowledge of and experience in/with the local agricultural sector.

Term

4 years

Agricultural sector representative members are appointed by Minister's letter for a term of up to four (4) years, as may be determined by the Minister, in accordance with the CAA, and their terms are subject to renewal. The Minister's appointment/s of agricultural sector representatives to CA membership is made at the pleasure of the Minister and may be revoked at any time.

Time Commitment

Meet as required

Agricultural sector representative members are appointed on a part-time basis. They would attend CA membership meetings as scheduled and required by the CA to which the member is appointed.

Expenses

Yes

The Minister appointed agricultural sector representative for this CA is entitled to receive a \$150 per diem plus reimbursement for travel expenses for reasonable work-related expenses in accordance with the Travel, Meal and Hospitality Expenses Directive and any other Treasury Board and Management Board of Cabinet directives of the Provincial Government.

Apply



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	CORPORATE	REPORT NO.	CORP-03-2022
DATE PREPARED	February 2, 2022	FILE NO.	7-1-1
MEETING DATE	February 23, 2022		
SUBJECT	<i>Conservation Authorities Act Phase 2 Regulations – Consultation Guide</i>		

RECOMMENDATION

Suggested Resolution

“THAT: *Staff Report CORP-03-2022: Conservation Authorities Act Phase 2 Regulations – Consultation Guide be received.*”

LINK TO STRATEGIC PLAN

All sections of the Strategic Plan are impacted.

EXECUTIVE SUMMARY

The Ministry of Environment, Conservation and Parks is progressing towards the second phase of updating regulations and policy for Conservation Authorities, and as part of the consultation process has released a *Regulatory Proposal Consultation Guide: Regulations regarding Municipal Levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities*.

A summary of the paper is provided outlining the proposed changes and deliverables that will be required to be completed by all authorities once the final regulations are approved. The Ministry is seeking comments through the Environmental Registry of Ontario, with comments due by February 25, 2022. Conservation Ontario is compiling comments and will submit comments on behalf of the collective; however, each Conservation Authority can submit their individual comments if so desired. Staff consider the proposed regulations to be administrative in nature and do not recommend the submission of any comments.

DISCUSSION

On January 26, 2022 the Ministry of Environment, Conservation and Parks (MECP) released the *Regulatory Proposal Consultation Guide: Regulations regarding Municipal Levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities*. Which is phase two of MECP’s plan to update regulations and policies for Conservation Authorities.

The proposal is in regard to:

- the municipal levy,
- the budget process,
- the scope of the classes and programs and services that the Minister approves for CAs to charge fees, and
- requirements to increase transparency of CA operations.

Part 1: Proposed Municipal Levies Regulation

A “levy” is a compulsory financial charge on participating municipalities. Under the *Conservation Authorities Act* an authority has the power to charge the participating municipality for its operating expenses and capital costs if not funded by other revenue sources. At the LRCA the levy is apportioned based on the Current Value Assessment (CVA) which is provided annually to the LRCA from the NDMNRF. The 2024 budget will adhere to the recently approved phase 1 regulations that only permits the charging of levy if the program is considered to be mandatory, with all non-mandatory programs requiring an agreement/Memorandum of Understanding if municipal levy will be charged.

The new regulation will:

- define terms (i.e. general levy, special project levy),
- remove the terms “matching” and “non-matching”, which refers to provincial funding (i.e. Section 39),
- retain the existing voting methods (i.e. one member/one vote and weighted vote),
- require conservation authorities in their budgets:
 - to provide a summary of how the authority considered opportunities for self-generated revenue,
 - publicly post the full draft budget on its website,
 - Members are to vote to approve the draft budget by one member/one vote,
 - 30 days prior to the meeting to approve the final budget, circulate notice to all Member Municipalities of the meeting and provide the draft budget,
 - municipal levy part of the final budget would be approved by a weighted vote (recorded vote, no proxy vote),
 - the budget would be approved by either one member/one vote or a weighted vote (recorded vote, no proxy vote),
 - the final budget must be distributed to the Minister and Member Municipalities,
 - post final budget on website,
 - define that mandatory programs, operating and capital expenses, will be apportioned using the current modified Current Value Assessment (no change) and sole-benefitting projects will continue to apportioned to the benefitting municipality (i.e. Neebing-McIntyre Floodway only levied to the City of Thunder Bay),
 - administrative costs (on-going corporate costs) that do not directly relate to the delivery of any one-specific program (i.e. clerical, finance, CAO, IT, legal, office

equipment, main office occupancy costs, insurance, property taxes, etc.) are to be accounted for in a detailed stand-alone manner (i.e. as a separate program).

The proposed regulation will impact the budget process; however, the impacts are considered to administrative and minor in nature. The CAO will ensure all future requirements are met.

Part 2: Proposed Minister's Regulation for Determining Amounts Owed by Specified Municipalities

This regulation does not apply to the LRCA.

Part 3: Proposal for Minister's Published List of Classes of Programs and Services for which a Conservation Authority may Charge a Fee

The regulation would state that an authority would be permitted to charge a fee for a program only if it is set out in the Minister's list of classes of programs and services. The authority would set the amount of the fee.

The regulation would state:

- conservation authorities must adopt and publish a fee policy and fee schedule,
- if the authority makes changes to the fee schedule it would be required to notify the public,
- fee policy must:
 - include frequency of review of policy and fee schedule,
 - process of conducting review,
 - give notice of the review, process for person to request the authority to reconsider a fee that was charged to a person,
 - require authority to reconsider a fee if requested,
 - if fee reviewed the authority must either vary the amount, waive fee or confirm original amount.
- Fees must consider the user pay principle,
- Programs that generate a public good or service, the levy is the appropriate primary mechanism to fund the program.
- Fees charged to Category 2 and 3 programs must have the provision of the charging of fees included in the Agreement/Memorandum of Understanding.

The LRCA already has a Fee Policy in place, which will be updated if warranted to ensure it complies with the regulation. It is anticipated that there will be no impact to the categories or level of fees charged by the LRCA at present time.

Part 4: Complementary Proposals to Increase Transparency of Authority Operations

Additional regulations are proposed that would:

- allow the charging of fees to Category 3 programs, provided provisions for the charging of fees is included in the cost apportioning agreements,

- Conservation Authorities will be required to have a Governance section on their website that includes:
 - Board Member's email address and phone number,
 - Authority by-laws,
 - Draft and final budget,
 - Category 2 and 3 Agreements,
 - Meeting schedule,
 - could have any other relevant governance documents (i.e. Strategic Plan, etc.),
 - Authorities already are mandated to have financial statements, meeting agendas and meeting minutes on the website,
 - Authority would be required to post a notice on the website when it amends or enters into a new memorandum of understanding/agreement (exception for agreements related to a procurement process or commercially sensitive information),

The LRCA website contains the majority of the required components. The CAO will ensure all requirements are met when the final regulations are approved. Will require minimal effort to comply with all requirements.

FINANCIAL IMPLICATIONS

Minimal financial impacts are anticipated, based on the assumption that the LRCA will continue to be permitted to charge all current fees in the future. Most changes are considered to be administrative in nature.

CONCLUSION

The majority of the changes are considered to administrative and will be incorporated into future budget processes, fee schedules and website updates. Staff do not recommend the submission of any comments to the MECP related to the consultation guide.

BACKGROUND

Over the last several years the government has been reviewing and consulting on the *Conservation Authorities Act*. On November 5, 2020 the Province introduced Bill 229, *Protect, Support and Recover from COVID 19 Act (Budget Measures), 2020*, with Schedule 6 outlining many changes to the *Conservation Authorities Act*. The Bill passed third reading and received Royal Assent on December 8, 2020. Some sections came into effect immediately, while additional sections were proclaimed on February 2, 2021. Additional sections are to be proclaimed at a later date.

On May 13, 2021, the Ministry of Environment, Conservation and Parks (MECP) released the *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*. Which was the first phase of a two-phase process. As part of the first phase, MECP released three new regulations under the *Conservation Authorities Act*:

- Ontario Regulation 686/21: Mandatory Programs and Services
- Ontario Regulation 687/21: Transition Plans and Agreements
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas


In the coming year NDMNRF will be releasing new regulations related to Section 28 permitting, which will transition from individual regulations to one provincial regulation.

REFERENCE MATERIAL ATTACHED

Attachment 1 – MECP, *Regulatory and Policy Proposal Consultation Guide: Regulations regarding Municipal Levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities*

PREPARED BY:

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: February 4, 2022
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MINISTRY OF THE ENVIRONMENT, CONSERVATION AND PARKS

**REGULATORY AND POLICY PROPOSAL CONSULTATION GUIDE:
Regulations regarding Municipal Levies, Conservation Authority
Budget Process, Transparency, and Provincial Policy for the Charging
of Fees by Conservation Authorities**

Date: January 26, 2022

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PURPOSE

The Ministry of the Environment, Conservation and Parks (the “ministry”) is consulting on a second phase of provincial regulatory and policy proposals that would be made under the *Conservation Authorities Act* to ensure that conservation authorities focus and deliver on their core mandate including helping protect people and property from the risk of natural hazards, the conservation and management of conservation authority-owned lands, and their roles in drinking water source protection and to improve governance and oversight in conservation authority operations.

The purpose of this Consultation Guide (guide) is to provide a description of the proposed Phase 2 levy and budget regulations (Lieutenant-Governor-in-Council (LGIC) and Minister’s regulation), provincial policy to be made under the *Conservation Authorities Act*, and complementary regulatory proposals, in order for the ministry to obtain feedback on the proposals. The guide describes the proposals that would inform the drafting of the regulations and associated policy document and is not intended to convey the precise language that would be used in regulation or policy.

Comments on the proposals may be submitted before the date indicated through either the Environmental Registry of Ontario or can be emailed directly to the ministry at ca.office@ontario.ca. Comments received will be considered by the ministry when developing the final regulations and policy.

INTRODUCTION

In 2018, the government made a commitment in its environment plan to collaborate with municipalities and other stakeholders to ensure that conservation authorities focus and deliver on their core mandate.

As part of that commitment, the government made amendments to the *Conservation Authorities Act* through the *More Homes, More Choice Act, 2019* which received Royal Assent on June 6, 2019. Beginning in late 2019, the ministry undertook extensive consultations with municipalities, the public, landowners, development, agricultural, environmental and conservation organizations as well as conservation authorities, about the core role of conservation authorities.

Based on the extensive and valuable feedback received, legislative amendments to the *Conservation Authorities Act* were made through [Bill 229, Protect, Support and Recover from COVID-19 Act \(Budget Measures\), 2020](#) which received Royal Assent on December 8, 2020.

The government is proclaiming unproclaimed provisions in the *Conservation Authorities Act* (stemming from amendments made in 2017, 2019, and 2020) through a staged process enabling a staggered rollout of regulations and policies in two phases.

The first stage of proclamations occurred on February 2, 2021 and included housekeeping amendments as well as provisions related to conservation authority governance, government requirements and the Minister of the Environment, Conservation and Parks powers. These were followed by the first phase of regulatory proposals posted to the Environmental Registry of Ontario and Ontario's Regulatory Registry for comment for 45-days from May 13 to June 27, 2021.

Following extensive consultation, the final regulations were filed on October 1, 2021 when the enabling provisions in the *Conservation Authorities Act* were proclaimed.

More information on the recently proclaimed provisions and approved regulations can be found via <https://ero.ontario.ca/notice/019-2986>.

REGULATORY AND POLICY PROPOSALS FOR CONSULTATION

The proposals in this guide for consultation are to support development of the following:

1. LGIC regulation governing the apportionment by conservation authorities of their capital costs and operating expenses to be paid by their participating municipalities through municipal levies, as well as related conservation authority budgetary matters, including requirements that conservation authorities distribute their draft and final budgets to relevant municipalities and make them publicly available – i.e. “Municipal Levies Regulation”.
2. Minister's regulation governing the determination by a conservation authority of costs owed by specified municipalities for the authority's mandatory programs and services under the *Clean Water Act, 2006*, and the *Lake Simcoe Protection Act, 2008* – i.e. “Minister's regulation for determining amounts owed by specified municipalities”.
3. Minister's published list of classes of programs and services in respect of which a conservation authority may charge a user fee.
4. Complementary regulations to increase transparency of authority operations.

Until the levy regulations and policy proposals noted above are finalized and in effect and the associated legislative provisions proclaimed into force, conservation authorities and municipalities would continue to follow current levy and budgeting processes, as well as the current list of eligible user fees set out in provincial policy. The schedule of timing for the effective date of these proposed regulations and provincial policy is proposed to align with municipal and conservation authority calendar year budget cycles, beginning January 1, 2023. This would ensure that conservation authority 2024 budgets and levy processes would follow the updated regulations, and conservation authorities would have the necessary time to satisfy the legislative requirements following the Minister's publication of the list of classes of programs and services for which an authority may charge a user fee.

PART 1: PROPOSED MUNICIPAL LEVIES REGULATION

BACKGROUND

MUNICIPAL LEVY FRAMEWORK

The province established conservation authorities through the *Conservation Authorities Act* based on resolutions by municipalities within a common watershed to address provincial and cross-municipal boundary interests in resource management, principally for water and natural hazard management.

The participating municipalities who petitioned for or later joined a conservation authority were agreeing to appoint their share of representative members to the authority, with the collective membership being the authority.

Municipalities also were agreeing to finance the conservation authority which, under the *Conservation Authorities Act*, must be done through the levy provisions. This Act enabled municipalities to take advantage of cost sharing through joint municipal funding of the conservation authority and its programs, services and projects (e.g., flood control infrastructure) that provide economic benefits, including through the protection of people and property.

A 'levy' is a compulsory financial charge on participating municipalities. Under the *Conservation Authorities Act*, an authority has the power to charge the participating municipalities for its operating expenses and capital costs if not funded by other revenue sources. The municipal levy provisions under the Act provide that the authority can determine the amount of levy required for expenses/costs and can apportion an amount of the total to each participating municipality as prescribed in the regulation. The levy under the Act is a debt due by the participating or specified municipalities to the authority and may be enforced by the authority as such.

Un-proclaimed provisions under the Act will, once proclaimed, continue to provide participating municipalities with the ability to appeal to the Ontario Land Tribunal regarding levy apportionments. Participating municipalities also have an opportunity to provide direct input into the authority annual municipal levy and authority budget.

Current legislation, regulations and provincial policy provide direction to the authorities and municipalities on the annual conservation authority budget process. The budget process also determines the total municipal levy required to be paid and how each type of authority cost can be apportioned among the participating municipalities based on the benefit each such municipality receives (or derives) from the costs. The *Conservation Authorities Act* provides that a conservation authority can determine the total benefit afforded to all the participating municipalities and the proportion of the benefit afforded to each of the participating municipalities (clause 21(1)(h)).

In 2019, participating municipalities provided over \$231 million to their conservation authorities through municipal levies (general and special project levies) under the *Conservation Authorities Act*. Municipal levies, the principal source of conservation authority funding, accounted for 56.6% of total authority revenue in 2019 with authority self-generated revenue accounting for 33.6%. Self-generated revenue could include cash raised through fees, such as user fees for park admissions, permitting fees, nature centre programs or stewardship services. Other revenue sources included provincial grants (6%) and federal grants (3.8%) (Conservation Ontario 2019 statistics).

Given the varying scope of programs and services each of the 36 conservation authorities provide and the size of their annual budgets to support those programs and services, each has a different makeup of revenue sources to finance their operations. For example, one authority may finance up to 81% of its annual operations through the municipal levy while another may only rely on the municipal levy for 28% of their budget, with the rest covered through other sources including self-generated revenue or provincial and federal grants (2019 conservation authority statistics).

Please see the Appendix for more information on the current municipal levy framework.

NEW LEGISLATIVE AND REGULATORY FRAMEWORK

With the proclamation of recent amendments made to the *Conservation Authorities Act* and newly approved regulations (Environmental Registry of Ontario notice number [019-2986](#)) made under this Act, the ministry is reviewing the current municipal levy context. Unproclaimed amendments to the *Conservation Authorities Act* would replace the existing municipal levy provisions with new levy provisions, once proclaimed, and would be supported by proposed regulations intended to bring the municipal levy framework into alignment with the new legislative and regulatory framework.

The new legislative amendments and corresponding regulations now require the categorization of conservation authority programs and services into three categories: category 1 (those programs and services every conservation authority is required to provide), category 2 (programs and services a municipality requests the conservation authority to undertake pursuant to a memorandum of understanding or agreement) and category 3 (programs and services the authority decides to adopt to further the purposes of the Act).

Category 1 mandatory programs and services that conservation authorities must now deliver pursuant to [O. Reg. 686/21: "Mandatory Programs and Services."](#) may be funded by provincial grants and, in some cases, conservation authority self-generated revenue (e.g., user fees, resource development). Where such revenue sources cannot finance the entire cost of these programs and services, under the unproclaimed levy provisions, a conservation authority will have the authority to levy their participating municipalities to finance these mandatory programs and services without any separate agreement. Most of the mandatory programs and services reflect long-standing programs and services that all 36 CAs have provided within their areas of jurisdiction.

Category 2 programs and services are those that a conservation authority delivers at the request of and on behalf of one or more municipalities (i.e., are municipally requested). Under the *Conservation Authorities Act*, a memorandum of understanding or service level agreement (or other similar agreement) between the parties is required and would describe the program(s) or service(s) to be delivered and will include provisions for how it is funded, where appropriate. Funding for such programs and services could be through special project levy and/or combined with user fees, or by other means as may be specified in the agreement if the municipality is not a participating or specified municipality. The ability for municipalities to request programs and services to be delivered by authorities on behalf of the municipalities is fundamental in the *Conservation Authorities Act* and long standing in authority budgets.

Category 3 programs and services are those a conservation authority determines are advisable to deliver in their area of jurisdiction (authority determined). For a conservation authority to levy for these programs and services, the authority must have cost apportioning agreements in place with the participating municipalities who have individually agreed to fund the programs and services. This requirement for participating municipalities to decide on funding category 3 programs and services and then enter into a cost apportioning agreement where the municipal levy is proposed to be used, is new to the funding and programming relationship between conservation authorities and participating municipalities. Cost apportioning agreements need to be in place as of January 1, 2024, for authorities to be able to levy for these category 3 programs and services as per the recently approved [O. Reg. 687/21 "Transition Plans and Agreements Regulation"](#).

PROPOSAL

MUNICIPAL LEVY

Unproclaimed provisions of the *Conservation Authorities Act* provide for legislative changes to the current levy provisions to reflect the changes stemming from the new categorization of programs and services and provide for an enhanced LGIC "Municipal Levies" Regulation to replace existing LGIC levy regulations (O. Reg. 670/00 "Conservation Authority Levies"; Ontario Regulation 139/96 "Municipal Levies").

We are proposing to proclaim unproclaimed provisions of the *Conservation Authorities Act* that provide expanded regulatory authority for the LGIC to develop regulations which will govern the apportionment of the authority 'operating expenses' and 'capital costs' and conservation authority budgetary matters in general. 'Operating expenses' are defined in the *Conservation Authorities Act* and includes salaries of authority staff, per diems of authority members, rent and other office costs, program expenses, and costs related to the operation or maintenance of a project, and authority budgets break down these types of costs.

In order to safeguard the effective and timely transition of conservation authority operations to the new funding framework, we are proposing as part of this new Municipal Levies Regulation to apply the long practised municipal levy processes to the changed municipal levy context by:

- Maintaining consistency with current budget and municipal levy processes (i.e., budget, voting and apportionment methods as described in this guide).
- Using and adapting existing voting and apportionment methods and practices set out in current regulations or provincial policy.

Please see the Appendix for more details on the current municipal levy voting and apportionment methods.

The overall proposed approach in general is to provide direction as well as clarification where required while ensuring conservation authorities and municipalities have the necessary flexibility to respond to local circumstances. For example, for category 3 programs and services where an authority and participating municipalities are entering into cost apportioning agreements, these agreements could be with one, some or all municipalities and could use different apportioning methods on a case by case basis.

As a result, we propose that the Municipal Levies Regulation would:

- Incorporate the two current levies regulations (O. Reg. 670/00 “Conservation Authority Levies”; O. Reg. 139/96 “Municipal Levies”) and update as appropriate, including terminology such as ‘general levy’, ‘special project levy’, and removing ‘matching’, and ‘non-matching’ levy (see appendix for definitions).
- Incorporate the standards and policy for the authority budget process as currently set out in regulation and provincial policy. This is summarized in Table 1 below.

The intent is to ensure clear, consistent and transparent practice by the authorities and municipalities in the annual budget and municipal levy process and approval, and in the authority apportionment of project capital costs and operating expenses, including corporate administrative costs, to participating municipalities.

Additionally, we propose that the Municipal Levies Regulation would include:

- The two existing voting methods (i.e., the ‘one member, one vote’ and ‘weighted vote’, as set out in current legislation and regulation).
- The three current methods of apportioning expenses/costs (i.e., modified current property value assessment, agreement of the authority and participating municipalities, and as decided by the authority), while adapting the appropriate use of the apportionment and voting methods to the categories of programs and services where costs may be apportioned among all participating municipalities or to one or some.

See the Appendix for a summary of the current voting methods and methods for apportioning expenses/costs.

CONSERVATION AUTHORITY BUDGETING

The total annual municipal levy amount is confirmed with the approval of the annual authority budget by the authority (the members) at the annual budget meeting.

Unproclaimed provisions provide the LGIC with regulatory authority to develop regulations that govern conservation authority budget matters including the process authorities must follow when preparing a budget, the consultations required, and the rules and procedures governing budget meetings including quorum for these meetings and voting on the budget.

Current budget processes that the authorities and participating municipalities have developed at the local level are based on a mix of legislation, regulation, policy and guidance, and appears generally to function well and often leads to unanimous approval of the authority budget.

We propose to update and consolidate current regulation, policy and guidance for the budget, where relevant, into the proposed Municipal Levies Regulation. We propose to leave the working relationship for authorities and municipalities to develop, and they can coordinate and communicate their fiscal and budgetary timelines and expectations. The proposed regulation would include what is in the current O. Reg. 139/96 "Municipal Levies", such as the items provided in Table 1 (i.e., methods of voting and notice).

In addition, it is proposed that as part of the consultation process on the budget with the participating municipalities, conservation authorities would be required to provide a summary of how the authority considered opportunities for self-generated revenue. We know that many conservation authorities provide valuable programs and services that are important to their local communities. These may be funded in whole or in part by self-generated revenue including from contracts with other organizations and user-generated fees or through other means. A greater reliance on self-generated revenue can reduce demands on the overall municipal levy and respect taxpayer dollars. Self-generated revenue can also come from resource development (e.g. logging, hydroelectric generation), fundraising and donations, services such as weddings and other events, as well as other rental / leasing opportunities such as for movie productions.

To enable full transparency in the conservation authority budget process, we are also proposing that the LGIC regulation would require each conservation authority to:

- 1) Publicly post its full draft budget, including the details related to operating and capital costs, on its website, irrespective of sources of revenue. This shall be done upon circulation to the municipality a minimum of 30 days prior to the meeting to decide any municipal levy component of the budget.
- 2) Distribute a copy of the final approved conservation authority budget to the Minister and its participating municipalities; and, make the final budget available

to the public by posting on its website and any other means the authority deems appropriate.

Table 1. Elements of the proposed conservation authority budget process to be included in the proposed Municipal Levies Regulation.

Conservation Authority Budget	Description
<p>1. Draft Annual Budget</p>	<p>Process:</p> <ul style="list-style-type: none"> • Conservation authority staff prepare draft budgets each year including proposed municipal levy amounts (general and special project levies) and apportionments. The overall budget addresses all anticipated revenues and expenditures for the core mandatory programs and services and local priorities (category 2 and 3) as well as corporate costs. • Budgets are set based on the experience from the previous year, staff recommendations to address current priorities, and authority member input and direction. • An authority and participating municipalities coordinate and communicate with each other their fiscal and budgetary timelines and expectations for the municipal levy and for the budget. • The draft preliminary authority budget is circulated to participating municipalities and upon circulation, the authority would be required to publicly post the draft budget to its website a minimum of 30 days before a vote on the final budget by the municipally appointed members. • NOTE: this proposal aligns with current provincial policy. <p>Vote:</p> <ul style="list-style-type: none"> • The authority (i.e. the members) vote to approve the draft preliminary budget for circulation to the participating municipalities by one member/one vote (i.e., each member is entitled to one vote per subsection 16(1) of the <i>Conservation Authorities Act</i>).
<p>2. Notification of Meeting</p>	<ul style="list-style-type: none"> • Minimum 30 days' notice given to participating municipalities of the conservation authority meeting to decide on the municipal levy component of the annual budget (generally held at the meeting to approve the annual budget). • Notice must contain the amount of the municipal levy to be voted on and be accompanied by the financial information used to determine the levy, including the full draft authority budget which includes all operating and capital costs. • NOTE: this proposal aligns with requirements set out in the current Municipal Levies Regulation and provincial policy. • In addition, it is proposed that the conservation authority must provide a summary of how the authority considered opportunities

	<p>for self-generated revenue as part of the consultation process with participating municipalities on the budget and the levy.</p>
<p>3. Municipal Levy Vote</p>	<ul style="list-style-type: none"> • The municipal levy part of the authority budget includes both the general and special project levies, and would continue to be approved by a ‘weighted’ majority vote of 51% of all the members present at the meeting for the levy vote (generally also the meeting for the budget vote), as set out in current regulations. • Member votes are ‘weighted’ by the percentage of municipal levy their appointing municipality pays to the authority (‘pay for say’ principle). • A municipality cannot have a weighted vote of its members exceeding 50% of all the weighted votes unless that municipality has more than 50% of the members in the authority. • When a member represents more than one municipality, each of their weighted votes would be based on the respective municipal weighting. • Municipal levy vote is a recorded vote. No proxy vote. • NOTE: this proposal aligns with requirements set out in the current Municipal Levies Regulation and provincial policy.
<p>4. Budget Vote</p>	<ul style="list-style-type: none"> • Proposal is to provide the two voting options: <ul style="list-style-type: none"> ○ Each member is entitled to one vote. ○ The member vote is ‘weighted’ (as noted above). • The budget vote is a recorded vote. No proxy vote. • NOTE: this proposal aligns with current practices, where some authorities use the one member/one vote while others use the ‘weighted vote’.
<p>5. Final Budget</p>	<ul style="list-style-type: none"> • The conservation authority would distribute a copy of the final approved conservation authority budget to the Minister and its participating municipalities and would be required to make the final budget publicly available by posting it on their website in a timely manner and by any other means the authority considers advisable. • NOTE: this proposal aligns with current practices of many conservation authorities.

APPORTIONMENT METHODS FOR CONSERVATION AUTHORITY PROGRAMS AND SERVICES COSTS

Conservation authorities will be able to levy for all category 1 mandatory programs and services, and only levy for category 2 and 3 programs and services with memorandums of understanding or service level agreements (or other similar agreement) or cost apportioning agreements in place. It would be required that the conservation authority budget clearly show these programs and services categories and detailed associated cost apportionment method for the municipal levy among the participating municipalities for each going forward.

As noted above, we are proposing to provide direction on the methods available to conservation authorities to apportion 'capital costs' and 'operating expenses' while enabling flexibility in determining which method meets local needs.

Category 1 Mandatory Programs and Services

Apportionment of 'operating expenses' and 'capital costs' of mandatory programs and services and the voting on the municipal levies for these programs and services is not proposed to change significantly from the current levy requirements. For the most part, the prescribed mandatory programs and services have been delivered by conservation authorities for many years, paid for (in whole or part) through the municipal levy.

'Operating expenses' for mandatory programs and services are proposed to be apportioned against all the participating municipalities using the modified current property value assessment method as set out in the current O. Reg. 670/00 "Conservation Authority Levies." However, where there may be operating expenses that do not apply to all participating municipalities (e.g., ice management, certain types of infrastructure operation and maintenance costs) it is proposed that those operating expenses may be apportioned by agreement of the authority and participating municipalities, or as decided by the authority, rather than the modified current property value assessment method.

Currently maintenance costs may be apportioned using two of the methods (i.e., modified current property value assessment or agreement of the authority and participating municipalities). It is proposed that capital costs would still be apportioned by any of the three of the current apportionment methods.

Category 2 and 3 Programs and Services

We propose that the apportionment method(s) used for costs/expenses related to category 2 and 3 programs and services would provide flexibility, allowing the conservation authority and its participating municipalities to decide the method to use, which must be set out in an agreement (e.g., memorandum of understanding or service level agreement (or other such agreement) for category 2, or cost apportioning agreement for category 3). This would likely be dependent on the benefit afforded or derived by a municipality from the program or service relative to other participating municipalities funding the program or service and how many participating municipalities may be involved.

Conservation Authority Corporate Administrative Costs (costs not directly related to the delivery of programs and services)

In order to successfully deliver all categories of programs and services, conservation authorities have ongoing 'operating expenses' and 'capital costs' to function effectively as an organization and ensure they can best deliver their programs and services. These

on-going 'corporate administrative' costs are not directly related to the delivery of any specific program or service and are costs to maintain the organization itself.

These costs could include for example: staffing and expenses for the authority members (governance costs), general management, clerical, financial (e.g., accounting, payroll), general asset management planning, IT staff, senior management costs, legal costs (e.g. 'back office functions'), office equipment and supplies including IT, vehicles and machinery, workshop space, main office occupancy costs (e.g., heating, utilities, potentially rent), depreciation on owned buildings and equipment, main office maintenance, repair as well as insurance and property taxes.

These corporate administrative costs do not require a memorandum of understanding or service level agreement (or other similar agreement) or cost apportioning agreement with a participating municipality for an authority to levy for these costs. We are proposing that these costs be included in the Municipal Levies Regulation and accounted for in a transparent, detailed and stand-alone manner in the authority's draft and approved budgets.

Unproclaimed provisions in the *Conservation Authorities Act* would also continue, once proclaimed, to enable a conservation authority to apportion a minimum levy for operating expenses to a participating municipality. The unproclaimed term 'operating expenses' under the Act includes corporate administrative costs as well operating costs of programs and services.

PART 2: PROPOSED MINISTER'S REGULATION FOR DETERMINING AMOUNTS OWED BY SPECIFIED MUNICIPALITIES

BACKGROUND

Recent changes to the *Conservation Authorities Act* include unproclaimed provisions that, once proclaimed, would allow conservation authorities to levy participating municipalities and 'specified municipalities' for the mandatory programs and services related to authority responsibilities under the *Clean Water Act, 2006* and for the Lake Simcoe Region Conservation Authority mandatory policy implementation under the *Lake Simcoe Protection Act, 2008*.

A 'specified municipality' is a municipality designated by regulation for a source protection authority/area under the *Clean Water Act, 2006* or designated under a regulation of the *Lake Simcoe Protection Act, 2008* as a municipality in the Lake Simcoe Region Conservation Authority; however, a specified municipality is not a participating municipality of a conservation authority under the *Conservation Authorities Act*. In other words, a specified municipality is a municipality or part of a municipality that did not join a conservation authority under the *Conservation Authorities Act* and is geographically

outside of any conservation authority area of jurisdiction under the *Conservation Authorities Act*.

The *Conservation Authorities Act* provides the Minister of the Environment, Conservation and Parks with regulatory authority to govern the determination of amounts owed by any of the specified municipalities for the programs and services an authority provides in respect of the *Clean Water Act, 2006* and the *Lake Simcoe Protection Act, 2008*.

We are proposing to proclaim the unproclaimed provisions in the *Conservation Authorities Act* related to the municipal levy and those related specifically to these other Acts.

No change is anticipated to the provincial funding for the drinking water source protection program under the *Clean Water Act, 2006* or *Lake Simcoe Protection Act, 2008*.

The unproclaimed provision (subsection 27.2(2)) of the *Conservation Authorities Act* would enable, once proclaimed, conservation authorities to determine amounts owed by any of its specified municipalities in connection with the mandatory programs and services the authority provides in respect of the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* as set out in O. Reg. 686/21 "Mandatory Programs and Services Regulation."

PROPOSAL

For the proposed Minister's regulation with respect to determining amounts owed by specified municipalities related to the programs and services under the *Clean Water Act 2006* and the *Lake Simcoe Protection Act, 2008*, as set out in the Mandatory Programs and Services Regulation, we propose to:

- clearly identify the specified municipalities for each of these Acts; and
- identify the methods available for conservation authorities to determine the costs that the specified municipalities may need to pay, including a process of engagement with and integration of the specified municipalities with the participating municipalities into the levy and budget process for the costs associated with these two mandatory programs and services, as set out in the LGIC regulation.

For the levy of participating and 'specified' municipalities under the *Lake Simcoe Protection Act, 2008*, the ministry is proposing that the modified current property value assessment method be the method for apportionment. It is anticipated that this would primarily cover operating expenses for the implementation of the mandatory Lake Simcoe Protection Plan policies by the Lake Simcoe Region Conservation Authority.

For the levy of participating and 'specified' municipalities for programs and services provided by a conservation authority in respect of the *Clean Water Act, 2006*, all three

apportionment methods are being proposed (i.e., modified current property value assessment, agreement of the authority and municipalities, and as decided by the authority). This is intended to enable flexibility for the local circumstances in each source protection area, with apportionment, if needed, taking into consideration the extent of risk to sources of drinking water in each municipality. The consideration of risk may involve assessing different agreed upon criteria (e.g., number of municipal drinking water systems, extent of wellhead protection areas and intake protection zones with significant drinking water threats).

The process for engaging specified municipalities on levies under the *Lake Simcoe Protection Act, 2008* and *Clean Water Act, 2006* is proposed to be similar to the levy process and budget process for participating municipalities under the *Conservation Authorities Act* (see Table 1, including the requirement for a minimum of 30 days' notice of the levy vote, distribution of the draft budget to the specified municipalities and public posting of the draft budget to the authority's website upon circulation of it to the specified municipalities). Voting on these levies is proposed to occur with both appointed members from the participating and specified municipalities together and the member vote on the municipal levy for these programs and services is "weighted" by the amount of levy for these mandatory programs and services the municipality pays to the authority. In addition, it is proposed that a copy of the final conservation authority budget be distributed to the specified municipalities, in addition to the Minister and the participating municipalities.

PART 3: PROPOSAL FOR MINISTER'S PUBLISHED LIST OF CLASSES OF PROGRAMS AND SERVICES FOR WHICH A CONSERVATION AUTHORITY MAY CHARGE A FEE

BACKGROUND

The current clause 21(1)(m.1) of the *Conservation Authorities Act* provides conservation authorities with the ability to charge fees for services that are approved by the Minister. The Minister approved list of services that conservation authorities may charge a fee for that is currently in effect is set out in the provincial *Policies and Procedures for the Charging of Conservation Authority Fees* (June 13, 1997) and includes section 28 permit fees, plan review, response to legal, real estate and public inquiries, extension services (e.g., technical advice / implementation of erosion control measures, forest management / tree planting), information and education services, and sale of products.

Also, in addition to the services the Minister approved for the charging of fees, under *Conservation Authorities Act* clause 21(1)(m), conservation authorities may charge admission for the use of lands that they own or control and to their building and facilities on that land for recreational purposes.

PROPOSAL

We are proposing to proclaim s. 21.2 of the *Conservation Authorities Act*, which provides that the Minister may determine a list of 'classes of programs and services' that a conservation authority may charge a fee for, publish this list and distribute it to each conservation authority. An authority would be permitted to charge a fee for a program or service only if it is set out in the Minister's list of classes of programs and services. Once a conservation authority is granted the power to charge a fee for a program and service, the authority may determine the fee amount to charge.

The proclamation of s. 21.2 would ensure that a conservation authority administers fees in a transparent and accountable manner. For example, it would require a conservation authority to adopt and publish a written fee policy and fee schedule that lists the programs and services for which it charges a fee and the amount to be charged. If an authority makes changes to its fee schedule, it would be required to notify the public. The section also requires a conservation authority to set out the frequency with which the authority will conduct a review of its fee policy, including its fee schedule, the process for carrying out a review of the policy, including giving notice of the review and how the policy will be changed as a result of a review, and the circumstances and procedures under which any person may request the authority to reconsider a fee that was charged to the person.

In addition, a conservation authority would be required to reconsider a fee at the request of any person who finds that a fee the authority has charged is contrary to their fee schedule or excessive in relation to the program or service for which it was charged. After being requested to reconsider a fee, the authority may either vary the amount of the fee to be charged to an amount the authority considers appropriate, order that no fee be charged or confirm the original amount of the fee.

The Minister's classes of programs and services for which conservation authorities may charge fees captures 'user' fees - i.e., fees paid by a person or organization who requests a service they specifically benefit from. This includes use of a public resource (e.g., park access or facility rental) or the privilege to do something (e.g., receive an approval through a permit or an approval to undertake a regulated activity). The 'user' pay principle is considered appropriate when a program or service is delivered by a conservation authority to a requestor that is the primary beneficiary of the program or service. Conversely, the principle holds that those who do not benefit from the delivery of a program or service should not be obliged to pay. For these types of programs and services, such as the delivery of programs and services by the conservation authority that generate a public good or service, the municipal levy is the primary mechanism to fund conservation authorities.

The Minister's list of classes of programs and services is not however meant to capture fees for programs and services that are already enabled under other legislation. For example, North Bay-Mattawa Conservation Authority may charge a fee to administer on-site sewage systems approvals as prescribed in the *Building Code Act, 1992*. Since the

ability to charge this fee is already enabled through another statute, it is not proposed to be listed in the published list of classes of programs and services for which a conservation authority may charge a fee under the unproclaimed s. 21.2 of the *Conservation Authorities Act*. Similarly, where conservation authorities have been delegated by municipalities the role of a risk management official under the *Clean Water Act, 2006*, they may charge a fee for this role as set out by that Act; this fee will not be listed in the proposed Minister’s list of classes for which a conservation authority may charge a fee.

Once subsection 29(1) of the *Conservation Authorities Act* is proclaimed and [O. Reg. 688/21 “Rules of Conduct in Conservation Authorities”](#) is in effect, the current authority for conservation authorities to charge fees under subsection 29(1) would be repealed and a conservation authority’s ability to make such regulations would be transferred to the Minister. However, since the new Minister’s section 29 regulation does not prescribe any fees, the power to impose fees will depend on the Minister’s list of classes of programs and services that conservation authorities can charge a fee for, in amounts that the conservation authority may determine, under section 21.2 of the Act. This would affect the charging of fees by authorities for permits required to engage in activities on conservation authority owned or controlled lands, such as camping permits, and for the use (i.e. rental) of conservation authority property including vehicles, boats, recreational facilities and services.

It is recognized that continuing to enable user fees can increase opportunities for a conservation authority to generate their own revenue as well as reduce the overall municipal levy, respecting taxpayer dollars. We are proposing to continue to enable conservation authorities to charge fees where the user-pay principle applies and that the following be the published list of classes of programs and services that conservation authorities may charge fees for:

Table 2. Proposed classes of programs and services for which a conservation authority may charge a fee.

List of Classes	Qualifications
Category 1 Mandatory programs and services	All mandatory programs and services where the following requirement is met: <ul style="list-style-type: none"> • Where the ‘user’ pay principle is appropriate such as: <ul style="list-style-type: none"> – Administration of s. 28 permits (current s. 28 and proposed s. 28.1, including technical advice and studies) – Responses to legal, real estate and public inquiries regarding a s. 28 permit – s. 29 regulation activities – Review of applications under other legislation – Access to authority owned or controlled land for passive recreation

<p>Category 2 programs and services – i.e. those requested by municipalities and requiring a memorandum of understanding or service level agreement (or other similar agreement).</p>	<p>All Category 2 programs and services where the following requirements are met:</p> <ul style="list-style-type: none"> • Where the ‘user’ pay principle is appropriate and • Provisions for the charging of fees are set out in the memorandum of understanding or service level agreement (or other similar agreement) between the authority and municipality(ies) for these programs and services. <p>Examples may include commenting on <i>Planning Act</i> applications for matters other than natural hazards, such as for consistency with natural heritage policies.</p>
<p>Category 3 authority determined programs and services <u>with</u> cost apportioning agreement with participating municipalities</p>	<p>All Category 3 programs and services requiring a cost apportioning agreement where the following requirements are met:</p> <ul style="list-style-type: none"> • Where the ‘user’ pay principle is appropriate and • Provisions for the charging of fees are set out in the cost apportioning agreement¹ between the authority and the participating municipality(ies) for the program and service. <p>Examples may include stewardship extension services that are partially funded by municipal levy.</p> <p>Exception to the requirement for provisions to charge fees in the agreement is where the cost apportioning agreement is to fund: i) category 3 park or non-passive recreational programs and services offered by conservation authorities on authority owned or controlled land that are funded in part by the municipal levy (for example, for public access and use (rental) of authority land, facilities and services such as active recreation and equipment rentals) or, ii) community relations, information and education as well as product sales. An authority would be able to charge a fee as appropriate in this case.</p>
<p>Category 3 authority determined programs and services <u>without</u> cost apportioning agreement</p>	<p>All Category 3 programs and services with no cost apportioning municipal agreement (i.e., no levy required), where the ‘user’ pay principle is appropriate, such as:</p> <ul style="list-style-type: none"> • Programs and services offered by conservation authorities on authority owned or controlled land (for

¹ To support this proposed fee class, amendments to [O. Reg. 687/21 “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act”](#) are proposed to allow a participating municipality and conservation authority to determine where user fees can be established for those programs and services.

	<p>example, public access and use (rental) of authority land, facilities and services such as active recreation).</p> <ul style="list-style-type: none"> • Sale of products from on or off authority owned land. • Provision of community relations / information / education services when on or not on conservation authority owned land.
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PART 4: COMPLEMENTARY PROPOSALS TO INCREASE TRANSPARENCY OF AUTHORITY OPERATIONS

PROPOSAL

Complementary regulations are proposed to increase transparency of conservation authority operations. Specifically, the proposed Minister’s list of fee classes would enable fees for category 3 programs and services where a cost apportioning agreement is in place for a program or service if the ‘user’ pay principle is appropriate and provisions for the charging of fees are set out in the cost apportioning agreement between the authority and the participating municipality as noted in the Table above, including the proposed exception. To support this proposed Minister’s fee class, amendments to [O. Reg. 687/21 “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act”](#) are proposed to allow a participating municipality and conservation authority to determine, through agreement, if user fees can be established for those programs and services. Requiring conservation authorities and participating municipalities to include provisions in the cost apportioning agreements increases transparency of user fees.

We are proposing through a Minister’s regulation that conservation authorities be required to maintain a *Governance* section on their website in a conspicuous and easily accessible location for the public to access key information. This section must include the conservation authority membership with email and phone contact information; authority bylaws; draft and final budgets; category 2 and 3 agreements between conservation authorities and municipalities; meeting schedule and could include other relevant governance documents (e.g. strategic plans). Noting that the *Conservation Authorities Act* already requires the following to be posted on the authority website: financial statements, meeting agendas and meeting minutes.

We are also proposing the authority would be required to include a notice on the website when it amends or enters into a new memorandum of understanding or other agreement with municipalities and ensure the most up to date version of the agreements are available on the authority’s website. The regulation would provide an exception for agreements that relate to the authority participating in a procurement process or portions of agreements that contain commercially sensitive information.

APPENDIX

CURRENT MUNICIPAL LEVY FRAMEWORK

There are two current LGIC regulations governing the nature and amount of the municipal levies:

- Municipal Levies regulation (O. Reg. 139/96) – provides the procedure for the ‘weighted’ votes for ‘non-matching’ levies and the requirement for notice to participating municipalities when the levy would be approved by a weighted vote. Also, it provides that levies cannot exceed the total cost of the project.
- Conservation Authority Levies regulation (O. Reg. 670/00) – provides the process to ‘apportion’ costs among all the participating municipalities using the modified current property value assessments. Also, it provides that an authority may establish a minimum sum to levied against a participating municipality.

Guidance materials are in place which support authorities and municipalities on the development of the annual authority budget and municipal levy, the voting method on the levies and the accountability of authority members to their appointing municipalities for the authority budget and municipal levy.

CURRENT AUTHORITY BUDGET AND MUNICIPAL LEVY APPROVAL PROCESS

The total municipal levy amount is confirmed by the approval of the authority’s annual budget by the authority. Once the budget is approved, the levy for each participating municipality is automatically apportioned.

The amount of levy required from each municipality is sent in a notice of apportionment. Single-tier and regional municipalities are the ‘participating municipality’ in an authority and the levy would be apportioned to them. The levy is a debt due by the participating municipality to the authority and may be enforced by the authority as such.

The levy amount sent out in the notice to a municipality includes the municipality’s portion of the shared costs that are apportioned among all the participating municipalities, referred to as ‘general’ levy, and the costs specific to that municipality (or shared among a few) for specific authority programs or services, generally referred to as ‘special project levy’.

CURRENT ANNUAL AUTHORITY BUDGET AND MUNICIPAL LEVY VOTING METHODS

For the authority’s current voting process on the municipal levy and the annual authority budget, there are two different voting methods: the ‘weighted vote’ in the Municipal Levies regulation, and ‘one member/one vote’ set out in the Act.

A ‘weighted’ vote occurs in a manner prescribed by the current Conservation Authority Levies regulation which is based on the ‘pay for say’ principle, where the ‘weighting’

reflects the percentage of municipal levy the appointing municipality pays to the authority. This levy vote is carried by a 'weighted majority'; each authority member's vote is 'weighted' by the percent of levy the member's appointing municipality pays to the authority. For example, if a municipality has 10 members in an authority that has a total of 15 members and that municipality has 89% of the levy to pay, the vote for each member of that municipality would 'weigh' 8.9% of the total 'weighted' vote.

The Conservation Authority Levies regulation stipulates however that a municipality cannot have a 'weighted' vote that exceeds 50% of the overall vote unless that municipality has more than 50% of the actual authority members. This ensures that unless that municipality has more than half the members in the authority, the municipality would need to have at least one other municipality's member(s) vote to pass the 'non-matching' levy. For example, if a municipality has 4 appointed members of a total of 10 authority members and that municipality provides 75% of the levy to the authority, the total weighted vote of its four members would not exceed 50% of the total weighted vote. Each member's weighted vote would then be 12.5%; the total of all four members' weighted vote equals 50% of the total weighted vote. Without the 'weighing', each member's vote would have been 18.75% for a total of 75% of the vote. Neither the Act nor current regulations specify when a 'weighted' vote should be used or for what sections of the Act.

Methods for authority voting on the annual budget is also variable among conservation authorities: some vote on the whole budget using the weighted vote, others may use the one member, one vote, with the levy portion of the budget voted by 'weighted vote'.

For approval of the levy associated with certain eligible provincial grant 'projects' (i.e., flood forecasting and warning) that require the authority to match or cost share with matching municipal levy, authority members use the one-member/one vote method.

CURRENT APPROACH TO APPORTIONMENT OF CONSERVATION AUTHORITY COSTS

How the authority's current costs (administration, maintenance, and capital) under the Act are apportioned among the participating municipalities, is determined in different ways for the different types of costs.

1. Modified Current Property Value Assessment

This long-standing apportionment method set out in O. Reg. 670/00 Conservation Authority Levies is based on two principles:

- a. 'Municipal Ability to Pay': determined through the relative value of a municipality's total property tax base to the other property tax bases of the other municipalities in an authority; and

- b. 'Benefit derived' by a municipality from being in the authority: determined through the percentage of a municipality physically in an authority's jurisdiction (which can be in whole or in part) relative to the percentages of all the other municipalities' jurisdictions in an authority's jurisdiction.

The combination of relative modified current property value assessment dollars and the relative percentage of municipal jurisdiction in the authority's jurisdiction creates a percentage of what each municipality is to pay of the total levy amount the authority determines for its annual budget. While the method is complex, basically municipalities with relatively high property tax value pay a larger proportion of authority costs than municipalities with relatively low property tax value, tempered by how much of the geographic area of the participating municipality (the municipal jurisdiction in whole or in part) is located within the authority's area of jurisdiction.

This apportionment approach currently must be used when apportioning administration costs (as currently defined under the Act) as all the participating municipalities would be paying for these costs. This method may also be used for apportioning maintenance and capital costs of a project, again when all participating municipalities are to share these costs. The Conservation Authority Levies regulation describes this apportionment method.

This current levy apportionment method uses municipal property tax assessments at the single and lower tier municipal levels; however, the notice of apportionment (payment) from the authority goes to the 'participating' municipality which would include regional municipalities.

2. Agreement among the Authority and Participating Municipalities

A second method for authorities to apportion costs among all the participating municipalities is also enabled by the Conservation Authority Levies regulation. As an alternative to apportioning based on the modified current property assessment-based method, maintenance costs can be apportioned by agreement among the authority and participating municipalities on what the 'benefit derived' is for each participating municipality related to these maintenance costs where the modified current property assessment value based method is not considered appropriate. Capital costs may also be apportioned by this method.

3. As Determined by the Authority

A third method for an authority to apportion costs is for the authority (the members) to decide among themselves. This is the method often used for capital projects. The authority decides which participating municipalities should pay and how much each should pay ('benefit derived'). Dividing capital costs on the basis of 'benefit' is intended to ensure that costs paid by individual participating municipalities in support of project capital costs are proportionate to the benefits they receive (i.e., those who receive the greatest benefit pay the greatest share of costs).

Table 3. Summary of current apportionment methods and authority costs.

Current Conservation Authority Project Costs	Apportion by Modified Current Property Value Assessment	Apportion by Authority / Municipal Agreement	Apportion by the Authority
Capital	Yes	Yes	Yes
Maintenance	Yes	Yes	No
Administration	Yes	No	No

Table 4. Summary of the current municipal levy framework.

<i>Conservation Authorities Act</i>	Capital Costs for a Project	Maintenance and Administration Costs
Rules for administering	s. 25, s. 26, Municipal Levies regulation and provincial policy	s. 27, Municipal Levies and Conservation Authority Levies regulations and provincial policy
Voting	‘Weighted Vote’ method under the current Municipal Levies Regulation and provincial policy is required for capital costs unless there are specific provincial natural hazard grants for the authorities, in which case the one vote per member method applies. However, for capital costs, there are no provincial grants to be matched under the <i>Conservation Authorities Act</i> therefore the vote for capital costs has been by weighted vote.	One vote per member method for maintenance and administration costs funded by a specific provincial grant, and ‘Weighted Vote’ method under Municipal Levies regulation and provincial policy for costs <u>not</u> associated with activities or projects funded by the province.
Apportionment	Authority determines apportionment by benefit derived.	Authority determines apportionment of benefit derived using the modified current property value assessment method for administration costs. Maintenance costs portion may use alternative system to the modified current property value assessment method if agreed upon by the participating municipalities and the authority.
Minimum levy	Not available.	Authority may set a minimum for administration costs.



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	FINANCE	REPORT NO.	FIN-06-2022
DATE PREPARED	February 4, 2022	FILE NO.	Finance Office
MEETING DATE	February 23, 2022		
SUBJECT	2022 Fee Schedule Review		

RECOMMENDATION

Suggested Resolution

“THAT: Staff Report FIN-06-2022 be received **AND FURTHER THAT** the 2022 Fee Schedule be adopted.”

LINK TO STRATEGIC PLAN (2018-2022)

Govern and Enhance:

- *Optimize organizational performance through policy, and measurable actions to improve accountability and transparency.*
- *Build a resilient financial model based on capacity, capabilities and transparency.*

EXECUTIVE SUMMARY

As outlined in Policy FIN-08: Fee Policy, the Fee Schedule is presented annually to the Board of Directors for consideration and approval. The following changes are proposed by staff to be included in the 2022 Fee Schedule:

- Increase the Lease Annual Fee to the Gorham Volunteer Fire Department from \$412.50 to \$450.00 plus HST
- Add the fee categories:
 - Programming in Conservation Areas (fee to be determined based on cost of service at the time of the event)
 - Filming (e.g. movie production) on LRCA owned land (fee to be determined based on the scale of the production)
- Add a new category to the Plan Input and Review category to provide a reduced fee when applicants apply for a Zoning By-Law Amendment and an Official Plan Amendment at the same time, with a fee of \$600 versus the full combined fee of \$840.

The MECP is currently consulting on regulations related to Conservation Authorities charging fees. All legislated changes will be incorporated into future fee schedules and the fee policy will be amended accordingly.

DISCUSSION

Conservation Authorities have the ability to charge fees for services as approved by the Minister. Every year the staff review the previous years Fee Schedule and recommend any changes to the Board of Director's for approval, as outlined in the LRCA Fee Policy.

Staff recommended updates to the 2022 Fee Schedule include (all changes are indicated on the attached fee schedules in red font):

1. Increase the Lease Annual Fee to the Gorham Volunteer Fire Department from \$412.50 to \$450.00 plus HST.

Staff are undertaking a review and update of the current Land Use Permit, which has been in place from 1987. The update will include a more formal Lease Agreement, which will increase the term from one year to five years, and outline terms of the use, including a provision to update the fee every five years based on the Consumer Price Index (CPI). The fee was last increased in 2015 from \$375.00 to \$412.50 (10% increase). The increase from \$412.50 to \$450.00 is an approximate increase of 9%, which is indicative of the CPI increase over the period.

2. Add the fee categories:
 - a. Programming in Conservation Areas (fee to be determined based on cost of service at the time of the event)
 - b. Filming (e.g. movie production) on LRCA owned land (fee to be determined based on the scale of the production)

This change will allow for the charging of fees for programs where funding does not cover the entire cost of a program, or where a nominal fee is charged to ensure registrants are committed to attend a program.

The LRCA has on a few occasions allowed film crews to film in Conservation Areas free of charge. The addition of the category will allow the CAO to determine if a fee is warranted, which in turn may generate some revenue. Other Conservation Authorities have established fees for this category.

3. Add a new category to the Plan Input and Review category to provide a reduced fee when applicants apply for a zoning amendment and an official plan amendment at the same time, with a fee of \$600 versus the full combined fee of \$840.

The City of Thunder Bay has suggested adding in a separate category with a reduced rate when applicants concurrently apply for Zoning By-Law Amendments and Official Plan Amendments. Staff generally review the applications together, only produce one map and one letter; therefore, it is considered reasonable to have a reduced fee.

As approved in 2020, fees are now being charged to process comments related to the LRCA's delegated role in commenting on all *Planning Act* applications submitted to our Member Municipalities. The fees became effective January 1, 2021.

New Regulations related to the Charging of Fees

The MECP is currently consulting on regulations related to Conservation Authorities charging fees. All legislated changes will be incorporated into future fee schedules and the fee policy will be amended accordingly. Based on the MECP consultation guide, the changes are not anticipated to affect the LRCA’s current fee framework.

FINANCIAL IMPLICATIONS

The proposed changes will result in a modest increase to generated revenue from the collection of fees for various services.

CONCLUSION

Minor updates to the Fee Schedule are recommended by staff. Once approved the 2022 Fee Schedule will be posted to the LRCA website.

BACKGROUND

Per the *Conservation Authorities Act*, Section 21 (m.1), Conservation Authorities have the power to charge fees for services approved by the Minister. *Policies and Procedures for the Charging of Conservation Authority Fees*, dated June 13, 1997 outlines the policy principles. The MECP is currently consulting on regulations related to Conservation Authorities charging fees. All legislated changes will be incorporated into future fee schedules and the fee policy will be amended accordingly.

The Authority’s Policy FIN-08: Fee Policy, adopted on October 27, 2021 (Resolution #106/21) outlines the guidelines relating to the charging of fees.


Memorandum of Understandings were executed with all Member Municipalities and the Lakehead Rural Planning Board during 2020, regarding the LRCA implementing a new Fee for Service related to the Authority’s delegated role in commenting on all Planning Applications submitted to the Authority’s Member Municipalities, effective January 1, 2021 (per resolution #82/20).

REFERENCE MATERIAL ATTACHED

2022 Fee Schedule

PREPARED BY: Tammy Cook, Chief Administrative Officer

REVIEWED BY: Mark Ambrose, Finance Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer</p>	<p>DATE: February 9, 2022</p>
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Category	Description of Activity	Fee
Rentals	Picnic Shelter (per day)	\$25.00 + HST = \$28.25
	Wedding Ceremony held on LRCA owned land	\$200.00 + HST = \$226.00
	Neebing/McIntyre Piggyback Property (per day)	\$500.00 + HST = \$565.00
	LRCA Boardroom Rental/Multipurpose Room	\$300.00 (per day)
		\$150.00 (half day)
	LRCA Conference Telephone Rental	\$50.00 + HST = \$56.25 (per day)
		\$25.00 + HST = \$28.25 (per half day)
	Forest Street Property Lease (annually)	\$100.00+ HST = \$113.00
	Gorham Volunteer Fire Department – Lease Agreement, annual fee, updated 2022	\$450.00 + HST = \$508.50
	Silver Harbour Encroachment (annually), updated 2021	\$108.00 + HST = \$122.04
Snowshoes *Weekend Rental - pick up on Friday, return on Monday. NOTE: <ul style="list-style-type: none"> Children rentals are HST exempt. There is a \$70.00 charge in the event of damage or no return of equipment (form must be completed by renter authorizing charge) 	\$10 daily + HST = \$11.30	
	\$16 per weekend* = \$18.08	
	\$7.00 daily + HST = \$7.91 Non-Profit Rate	
	10.00 per weekend* = \$11.30 Non-Profit Rate	
Sales	Maps (full size)	\$30.00 + HST = \$33.90
	Explore Parking Pass *Established 2003, increased Jan 1/21	\$40.00 + HST = \$45.20
	LRCA Explore T-Shirts	\$17.70 + HST = \$20.00

Services	Photocopying	
	Black and White	\$0.10 + HST = \$0.11
	Black and White by LRCA Staff	\$0.25 + HST = \$0.28
	Colour	\$0.15 + HST = \$0.17
	Colour by LRCA Staff	\$0.30 + HST = \$0.34
	11x17 colour map	\$5.00 + HST = \$5.65
Mapping Service	Creation of Maps Preparation of GIS data/data sharing agreements	\$100.00 per hour + HST
Parking at Conservation Areas	Parking fee (per vehicle) (Established 1996, updated 2021)	\$5.00
	Bus Parking fee	\$25/bus + HST = \$28.25
Programming in Conservation Areas	Fee to determined based on cost of service at the time of the event	Variable
Filming (i.e. movie production) on LRCA owned land	Fee to be determined based on the scale of the production.	Variable

Attached Fee Schedules:

1. Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits, O. Reg. 180/06, October 8, 2019
2. Plan Review, February 23, 2022
3. Education Programming, February 24, 2021



Fee Schedule

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, O. Reg. 180/06

130 Conservation Road, P.O. Box 10427, Thunder Bay, ON P7B 6T8
Telephone 344-5857, Fax 345-9156, Email: info@lakeheadca.com, www.lakeheadca.com

Category	Description of Activity	Fee
Small Works	Accessory buildings and structures ¹ with a floor area less than 20 square metres (215 ft ²)	\$150
	Additions with a floor area less than or equal to 20 square metres (215 ft ²)	
	Infrastructure maintenance ²	
	Fill activity ³ of 25 to 100 cubic metres (approximately 2 to 6 tandem loads)	
	Docks and boathouses - new construction, modifications or extensions, less than 15 square metres (161 ft ²) in area	
	Shoreline alteration ⁴ /natural erosion control ⁵ <50 metres in length	
Standard Works	New buildings, reconstruction, accessory buildings and structures ¹ and additions with a total gross floor area of 20 to 186 square metres (226 – 2,002 ft ²)	\$300
	Fill activity ³ of 101 to 500 cubic metres (7-33 tandem loads) or grading a property less than 0.5 hectares (1.2 acres) in size	
	Shoreline alterations/natural erosion control 51 and 500 metres in length	
	Channel/lake bed alteration ⁶ less than 200 metres in length or 0.5 hectares (1.2 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures less than 3 metres in width/span	
	Docks and boathouses - new construction, modifications or extensions, greater than 15 square metres (161 ft ²) in area	
Large Works	New buildings, reconstruction, accessory buildings and structures ¹ with a total gross floor area of 187 to 450 square metres (2,003 – 4,844 ft ²)	\$600
	Fill activity ³ from 501 to 2000 cubic metres (34-134 tandem loads) or grading on property 0.5 - 1.0 hectare (1.2 - 2.7 acres) in size	
	Infrastructure including but not limited to: culverts, bridges, clear span structures between 3 - 25 metres in width/span	
	Channel/lake bed alteration ⁶ greater than 200 metres in length or 0.5 hectares (1.2 acres) in area	
Major Works	Multiple unit projects or buildings greater than 450 square metres in area	\$1,000
	Reconstruction of a habitable structure in the floodplain	
	Fill activity ³ greater than 2,000 cubic metres or grading on a property greater than 1.1 hectares (2.47 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures greater than 25 metres in width/span	
	Shoreline alterations/natural erosion control greater than 501 metres in length	
Subdivision	Review and approval of large subdivisions.	\$1,000



Fee Schedule
Development, Interference with Wetlands and
Alterations to Shorelines and Watercourses, O. Reg. 180/06

Category	Description of Activity	Fee
Permit Revisions	Minor Revisions	\$100
	Major Revisions	½ original Permit Fee
Permit Extensions	If applicable, permits not issued for the maximum allowable validity period may be extended up to the maximum validity period if approved.	\$100
Violations	Applications submitted after the proposed project has commenced.	Double the prescribed fee
Property Inquiries (Legal/Real Estate)	Written response to legal, real estate, financial institution inquiries on behalf of land-owners or others.	\$100 + HST = \$113
Clearance Letters	Written clearance letter indicating proposed development is outside regulated area and permit is not required.	\$100 + HST = \$113
Other Services		
Screening Map Copies	Colour printed copies of Screening Maps (full map size)	\$30 per sheet + HST = \$33.90
Map Creation Services	Project specific. Consult with Staff for estimate.	

Notes:

- 1 **Accessory buildings and structure** include sheds, retaining walls, gazebos, decks, etc. which are non-habitable.
- 2 **Maintenance** means repair to a structure involving no change in size, location or shape.
- 3 **Fill activity** includes placement, removal and/or grading material originating on the site or elsewhere.
- 4 **Shoreline alteration** includes boat launches, groynes, breakwalls, etc.
- 5 **Natural erosion control** means measures to control erosion using live plants, natural and native rock (i.e. rip-rap/blast rock, etc.).
- 6 **Channel/lake bed alteration** means dredging, channel diversion or re-alignments, etc.
- 7 The Lakehead Region Conservation Authority reserves the right to revise the Fee Schedule at any time without notice.
- 8 Permit fees are considered a processing fee and are non-refundable.
- 9 As of September 1, 2014, Member Municipalities are not charged fees for the processing of permits related to applications under O. Reg. 180/06.

Effective Date of Fee Schedule: November 30, 2016
Board Resolution No. 138-16
LRCA Revision Date: October 8, 2019 (rev.01)



Category	Fee
Official Plan Amendment	\$495
Zoning By-Law Amendment	\$345
Official Plan and Zoning By-law Amendment combined application	\$600
Consent	\$275
Minor Variance	\$275
Site Plan Control Agreement	\$150
Plans of Subdivision - Draft Plan Approval	\$2,000
Plans of Subdivision – Final Approval Each Stage	\$150
Plans of Subdivision – Each Subsequent Stage	\$150
Plans of Subdivision – Clearance of Conditions at Registration	\$150

Notes:

- 1 LRCA Fee for delegated review to assess *Planning Act* conformity to Section 3.1 (Natural Hazards) of the Provincial Policy Statement (PPS).
- 2 LRCA Fees will be collected by the approval authority (i.e. Municipality/Township/Lakehead Rural Planning Board) at the time of application and remitted to the LRCA.

Effective Date of Fee Schedule: February 24, 2022

Version: 2.0

Version	Approval Date	Resolution #
Version 1.0	September 30, 2020	#82/20
Version 2.0	February 23, 2022	##/22



Fee Schedule
Education Programming

130 Conservation Road, P.O. Box 10427, Thunder Bay, ON P7B 6T8
Telephone 344-5857, Fax 345-9156, Email: info@lakeheadca.com, www.lakeheadca.com

Category	Details		Fee
	Length of Program	Location	
In-person	2-hour	Conservation Area or other site	\$5.00 per student, minimum charge of \$100
	1.5-hour	In-class/At School	\$165.00 flat rate
Virtual Programming	30-minutes	Pre-recorded	\$50.00 flat rate, per class (1-4 classes same school, booked at the same time)
			\$30.00 flat rate, per class (5 -25 classes, same school, booked at the same time)
			\$750 flat rate, per school (+25 classes, same school, booked at the same time)
	60-minutes	Live	\$70.00 flat rate
	30-minutes	Live or Pre-recorded, with program materials delivered to classroom prior to program	Flat rate plus cost of materials, if applicable

Notes:

- 1 Programming for children under the age of 14 is HST exempt.
- 2 Cost of materials will be determined at time of program offering/booking.
- 3 Cancellation within one week of the scheduled program are subject of the 50% of the program fee, unless substituted with another class. Cancellation due to implement weather are at the discretion of the teacher and will be rescheduled as availability permits.

Effective Date of Fee Schedule: March 31, 2021

Version: 2.0

Version	Approval Date	Resolution #
Version 1.0	February 24, 2021	#36/21
Version 2.0	March 31, 2021	#48/21

2021 TREASURER'S REPORT
Final Administration and Capital Revenue Expenses Deficit, Deferred and Reserve
Amounts

	2021 Revenues	2021 Expenses	Moved to Deferred Or Reserves
Core Mandate Operating			
Administration	502,133	514,124	- 11,991
Community Relations	108,985	102,941	6,044
Natural Hazard and Protection Management	546,722	506,287	40,435
Conservation and Management of Cons. Auth. Lands	308,635	225,417	83,218
Drinking Water Source Protection	58,555	53,404	5,151
Total Core Mandate Operating	1,525,030	1,402,172	122,858
Non Core Mandate Operating			
Other Programming	296,037	243,355	52,682
Total None Core Mandate	296,037	243,355	52,682
Total Core and Non Core Mandate Operating	1,821,067	1,645,527	175,540
Core Mandate Capital			
Natural Hazard and Protection Management Authority Office	426,018	44,430	381,588
Conservation and Management of Cons. Auth. Lands	25,200	10,150	15,050
	106,849	54,253	52,596
Total Core Mandate Capital	558,067	108,833	449,234
Total Operating and Capital	2,379,134	1,754,359	624,774

Monthly Plan Input/Review and Fill Regulations Administration											
January 1 to 31, 2022											
Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Realty Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay								Hardisty St N	645 Sibley Drive	Phase I ESA - 1311 Victoria Ave E	
									1250 Golf Links Road	Phase I ESA - 1160 Memorial Ave	
									510, 508, 506, 504 & 502 Halton Street		
Total	0	0	0	0	0	0	0	1	3	2	6
Oliver Paipooonge		18/03/22			ZBLA 16-2021				Vacant Land - River Road		
		18/02/22							Vacant Land - Rosslyn Road		
		18/01/22									
Total	0	3	0	0	1	0	0	0	2	0	6
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing									Little Trout Bay Lot		
									Little Trout Bay Lot		
Total	0	0	0	0	0	0	0	0	2	0	2
Shuniah											
Total	0	0	0	0	0	0	0	0	0	0	0
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	0	3	0	0	1	0	0	1	7	2	14

Monthly Plan Input/Review and Fill Regulations Administration February 1 to 15, 2022											
Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay					Z-08-2021 - Revised			Portion of Kam River Easement	2720 Government Road		
Total	0	0	0	0	1	0	0	1	1	0	3
Oliver Paipooonge					ZBLA 01-2022						
Total	0	0	0	0	1	0	0	0	0	0	1
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing											
Total	0	0	0	0	0	0	0	0	0	0	0
Shuniah	A1/22										
Total	1	0	0	0	0	0	0	0	0	0	1
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	1	0	0	0	2	0	0	1	1	0	5

